



Board of Selectmen Agenda October 6, 2014
OFFICE OF THE BOARD OF SELECTMEN
730 MASSACHUSETTS AVE
ARLINGTON, MA 02476-4908

AGENDA

Monday, October 6, 2014
7:15 PM

1. Arlington Police Department Accreditation
Frederick Ryan, Chief of Police
2. Presentation of Open Checkbook
Andrew Flanagan, Deputy Town Manager & Ruth Lewis, Town Comptroller

PUBLIC HEARINGS

3. National Grid Petition/Hilton Street
Dennis Regan, Permit Representative (all abutters notified)
4. National Grid Petition/Oldham Road
Dennis Regan, Permit Representative (all abutters notified)

5. CITIZENS OPEN FORUM

Except in unusual circumstances, any matter presented for consideration of the Board shall neither be acted upon, nor a decision made the night of the presentation in accordance with the policy under which the Open Forum was established. It should be noted that there is a three minute time limit to present a concern or request.

TRAFFIC RULES & ORDERS/OTHER BUSINESS

6. For Approval: Arlington Center Parking Management Proposal
Adam W. Chapdelaine, Town Manager
7. For Approval: Community Innovation Challenge Grant(s) - Authorization to Sign
Adam W. Chapdelaine, Town Manager
8. Discussion and Vote: Draft Selectmen's Handbook, Chapters 1-3
Douglas W. Heim, Town Counsel
9. ADDENDUM Requests: (a) placement of sandwich board signs until October 20th @ Mass. Ave. and Rte. 16 (median strip), Mass. Ave. and Rte. 60 (median strip), and Mass. Ave. and Park Ave. (indentation of sidewalk nest to Big Picture Framing); (b) Suspension of metered parking in Arlington Center from October 15-19 during Festival time; (c) relocate bus stop in front of Regent Theatre during Festival dates; and (d) park Fish Car in front of Regent Theatre (minimally opening night of October 15).
April Ranck, Executive Director, Arlington International Film Festival

CORRESPONDENCE RECEIVED

Stop Sign @ Prospect & Hillside Avenues
Richard Turcotte, Howard Muise, TAC Co-Chairs - Be Rec'd
Request 4-Way Stop @ Gray Street and Oakland Avenue
Julila Edwards via Request/Answer Center - Be Rec'd

American Legion Post 39

Attorney Michael W. Merrill, 100 State Street, Boston - Be Rec'd

Thompson School Traffic

Timothy H. Dalton, 1 Purcell Road - Be Rec'd

Dangerous Intersection @ Henderson Street and Route 16

Cynthia Tollen, 50 Fairmont Street - Be Rec'd



Town of Arlington, Massachusetts

Arlington Police Department Accreditation

ATTACHMENTS:

Type	Description
 Cover Memo	Memorandum RE: APD Accreditation

Arlington Police Department

Frederick Ryan
Chief of Police



POLICE HEADQUARTERS
112 Mystic Street
Telephone 781-316-3900

Town of Arlington
MASSACHUSETTS 02474

Memorandum

Date: October 2, 2014

To: Adam Chapdelaine
Town Manager

From: Frederick Ryan
Chief of Police

A handwritten signature of Frederick Ryan, Chief of Police, in black ink.

Subject: Police Accreditation Award

I am happy to announce that the Massachusetts Police Accreditation Commission today voted to award full Accreditation status to the Arlington Police Department (APD). This is the first time in its history that the APD has achieved full accreditation status.

As you may recall, the Commission offers two program awards: Certification and Accreditation, with Accreditation being the higher of the two. The APD has been Certified by the Commission since March of 2008. Today's Accreditation award was granted for a period of three years.

Achieving Accreditation is a highly prized recognition of law enforcement professional excellence and requires compliance with more than 325 nationally recognized standards as published by the national Commission on Accreditation for Law Enforcement Agencies (CALEA). The standards have been carefully selected to reflect the critical areas of police management, operations, and technical support functions. The areas covered include: policy development, emergency response, planning, training, communications, property and evidence handling, use of force, vehicular pursuit, prisoner transportation and holding facilities. The Certification and Accreditation programs not only set standards for the law enforcement profession, but also for the delivery of police services to the citizens of the Town of Arlington. The Department must maintain ongoing compliance with all of the standards and we will undergo another assessment in three years (2017) to maintain accreditation status.

Some of the most common benefits of participating in the process are as follows:

- Providing a norm for APD to judge its performance
- Providing a process to correct deficiencies before they become public problems
- Requiring the APD to commit to policies and procedures in writing
- Promoting accountability among APD personnel

"Proactive and Proud"

Arlington Police Department

- Ensuring consistent application of policies
- Providing a means of independent evaluation of the APD's operations
- Minimizing the town's exposure to liability
- Building a stronger defense against lawsuits
- Providing the potential to reduce liability insurance costs
- Enhancing the reputation of the APD
- Increasing the public's confidence and trust in the APD

Lastly, and perhaps most importantly, achieving this status reflects very favorably on every member of the APD (sworn & non-sworn). Each member willingly participated in this in this complex three-year process, a process that is not imposed upon the department, but one that we sought out in order to improve individual performance and the delivery of police services to our community. I am very proud of the great work by each member of our agency and I remain honored to serve as their chief.

"Proactive and Proud"



Town of Arlington, Massachusetts

Presentation of Open Checkbook

ATTACHMENTS:

Type	Description
 Cover Memo	Memorandum to Board



**Town of Arlington
Office of the Town Manager**

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us
Website: www.arlingtonma.gov

To: Board of Selectmen

From: Adam W. Chapdelaine, Town Manager

RE: Open Checkbook

Date: October 2, 2014

I informed the Board in April that the Town submitted an application to participate in the Commonwealth of Massachusetts' Community Innovation Challenge (CIC) grant program. On April 16, 2014, Arlington was notified that the Town was awarded the grant. The City of Woburn led a group of municipalities selected under the Massachusetts Department of Administration and Finance's CIC program to develop a system similar to that launched by the Commonwealth in 2011 called Open Checkbook. The system links directly with the Town's accounting software, MUNIS, to aggregate and organize the data in an online database. Throughout the course of the summer, the Town Manager's Office worked with the Comptroller to prepare and label the Town's financial data so that it would effectively and appropriately integrate with the Open Checkbook platform.

Open Checkbook will supplement Arlington Visual Budget (AVB) by providing deeper accounting information including vendor and payroll data. While AVB gives residents a visual representation of Town finances, it mainly serves as a frame of reference and proportionality for a complex municipal budget. The

Town Manager's Office sees Open Checkbook offering residents another layer of transparency in financial reporting since the information comes automatically from the accounting software.

The Town has tested Open Checkbook with the senior management team and has made the necessary adjustments to protect any sensitive data. We plan to launch Open Checkbook by the end of October. You can view Arlington Open Checkbook at <http://openbooks.tylertech.com/arlington>.



Town of Arlington, Massachusetts

National Grid Petition/Hilton Street

ATTACHMENTS:

Type

Description

Backup Material

Engineer recommendations, National Grid petition, order, map and meeting notice, abutter list and meeting notice



Engineering Division

TOWN OF ARLINGTON
DEPARTMENT OF PUBLIC WORKS
51 GROVE STREET
ARLINGTON, MA 02476

RECEIVED
ENGINEERING DIVISION
SEP 25 6 12 PM '14

Phone: 781-316-3320
Fax: 781-316-3281

Permit Type: Grant of Location
Date: Wednesday, September 24, 2014
Applicant: National Grid Gas Company
Site Location: Hilton Street - Gas Main Extension

The Engineering Division has reviewed the attached petition by National Grid Gas Company for consideration of a Grant of Location for the installation of Gas main as indicated on the enclosed Engineering Design Sketch. Upon completion of our review we are submitting the following recommendations and conditions for consideration by the Board of Selectmen should the Grant of Location be approved for this submittal.

Additional Conditions

1. Notification shall be provided to all abutters prior to the commencement of construction activities. This notification should summarize the activities of the project and detail potential impacts. Additional information shall be provided instructing abutters to forward questions and concerns regarding the project to the contractor or National Grid Gas Company and shall include the appropriate contact information. A copy of this abutter notification shall be provided to the Town Engineer for approval prior to distribution to the public. The final distribution list shall include the Town of Arlington DPW Dispatch Office, Town of Arlington Town Manager's Office, and the Engineering Division.
2. The proposed gas main installation shall be located/installed so as not to impede future roadway improvements (i.e. curb adjustment, guardrail installation, water and sewer rehabilitation etc.).
3. During construction, uninterrupted pedestrian access (or temporary pedestrian facilities) shall be provided at all times.
4. Please be aware that there may be on-site utility infrastructure that is not shown on the Engineering Sketch and may be encountered in the field. If a conflict occurs between the proposed gas main installation and existing Town-Owned utility infrastructure, the Town Engineer shall be contacted directly to discuss an appropriate resolution.
5. This work is proposed in close proximity to existing on-site utilities & utility laterals. Care must be exercised when working around this infrastructure and all crossings shall be made at 90° to existing utilities.
6. All traffic markings that are disturbed by the proposed construction activities, will need to be replaced/restored in-kind to the satisfaction of the Town Engineer.
7. The installation of the gas main will require additional permitting (Trench Permit and/or Street Occupancy Permit) through the Town of Arlington Engineering Division prior to the start of construction.
8. All disturbances to curbing, grass strips, sidewalk, walkways, and roadway surfaces should be repaired in kind and to the satisfaction of the Town of Arlington Engineering Division. If any existing brick sidewalk is proposed to be removed, it shall be removed and replaced in full-width and in accordance with all current ADA, AAB, & Town of Arlington Standards/Regulations.
9. All trenching in existing pavement shall be saw-cut and roadway trenches shall be reconstructed in accordance with the Standard Details and Specifications of the Arlington Engineering Division and the guidelines issued in Massachusetts DTE 98-22 Street Restoration Standards.

10. All work within the right of way shall require the contractor to schedule and coordinate a police traffic detail. Traffic control and safety measures shall be instituted in adherence to applicable OSHA requirements, Massachusetts DOT Work Zone Safety Guidelines and Part VI of the Manual on Uniform Traffic Control Devices. A pre-construction meeting is recommended to coordinate with other on-going projects in Town.
11. All material stockpiled on roadways and/or roadway shoulders shall be protected with erosion control devices, such as silt fence and/or straw waddles. Any sediment that enters the Town drainage system as a result of this work will be the sole responsibility of the contractor to remove.
12. Equipment, staging, and stockpiles shall not be located or stored so as to interfere with intersection sight lines. The Town prefers that all materials & equipment be located no closer than 50' to an intersection where practical.

PETITION OF NATIONAL GRID FOR GAS MAIN LOCATIONS

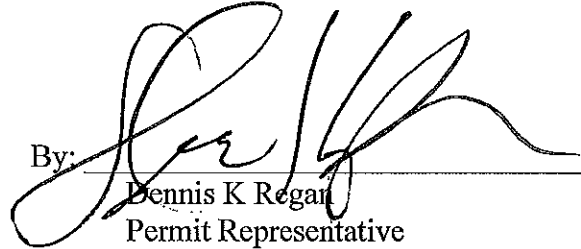
Town of Arlington / Board of Selectmen:

RECEIVED
SELECTMEN'S OFFICE
ARLINGTON, MA 01901

The Nationalgrid hereby respectfully requests your consent to the locations of mains as hereinafter described for the transmission and distribution of gas in and under the following public streets, lanes, highways and places of the **Town of Arlington** and of the pipes, valves, governors, manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said mains and accomplish the objects of said Company; and the digging up and opening the ground to lay or place same:

To install and maintain approximately 70 feet more or less of 4 inch gas main in Hilton St, Arlington. From the existing 4 inch gas main at house #36-#38, westerly to house #32-#34 for a new gas service.

Date: September 9, 2014

By: 
Dennis K Regan
Permit Representative

Town of Arlington / Board of Selectmen:

IT IS HEREBY ORDERED that the locations of the mains of the Nationalgrid for the transmission and distribution of gas in and under the public streets, lanes, highways and places of the **Town of Arlington** substantially as described in the petition date September 9, 2014 attached hereto and hereby made a part hereof, and of the pipes, valves, governors, manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said mains and/or accomplish the objects of said Company, and the digging up and opening the ground to lay or place same, are hereby consented to and approved.

The said Nationalgrid shall comply with all applicable provisions of law and ordinances of the **Town of Arlington** applicable to the enjoyment of said locations and rights.

Date this _____ day of _____, 20____.

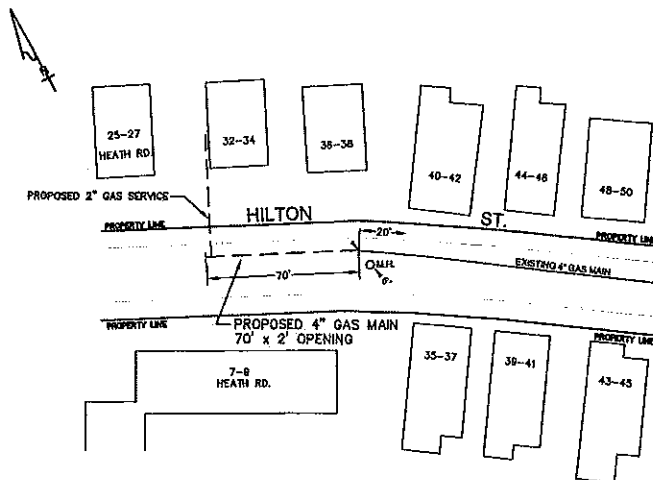
I hereby certify that the foregoing order was duly adopted by the _____ of the City of _____, MA on the _____ day of _____, 20____.

By: _____

Title

Form # 1444, Rev. 90

**RETURN ORIGINAL TO THE PERMIT SECTION
NATIONAL GRID
40 SYLVAN RD, WALTHAM, MA 02451
RETAIN DUPLICATE FOR YOUR RECORDS**



LEGEND

- PROPOSED GAS
- EXISTING GAS
- PROPERTY LINE
- EDGE OF PAVEMENT
- PROPOSED GAS MAIN

NOTE:

THE LOCATION OF SURFACE AND UNDERGROUND UTILITIES SHOWN ARE NOT GUARANTEED TO BE CORRECT. CALL 811 BEFORE YOU DIG. UTILITIES AND STREET LINES COMPILED FROM AERIALS DATA SOURCES. NO FIELD VERIFICATION PERFORMED.

REVISIONS

NO.	DESCRIPTION	DATE	BY	CHECKED
1				
2				
3				
4				
5				

nationalgrid

45 BILVERD ROAD
NORTH ARLINGTON, MA 02452

GRANT OF LOCATION

PROPOSED LOCATION OF 4" GAS MAIN
32-34 HILTON ST., ARLINGTON, MA 02452

SCALE: 1" = 40'

SHEET 1 OF 1

DRAWING NO.

GP-ARL

993045-14-269

EXHIBITION	DATE	DES.	PERMITS	MATERIAL	EXCISE	WORK ORDER NO.
1/1/11	1/1/11	1"	1"	1"	1"	1"

OFFICE OF THE BOARD OF SELECTMEN

STEVEN M. BYRNE, CHAIR
JOSEPH A. CURRO, JR., VICE CHAIR
KEVIN F. GREELEY
DIANE M. MAHON
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

September 23, 2014

Dennis Regan
National Grid
40 Sylvan Road
Waltham, MA 02451

Re: Hilton Street

Dear Mr. Regan:

The Board of Selectmen will be discussing your petition to install and maintain approximately 70 ft., more or less of 4 inch gas main in Hilton Street on Monday, October 6, 2014 at 7:15 p.m., Selectmen's Chambers, 2nd Floor, Town Hall, 730 Massachusetts Avenue. You are invited to be in attendance at this meeting.

Please confirm the date and time with either Jean or Fran.

Thank you.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka
Marie A. Krepelka
Board Administrator

MAK:fr

cc: Public Works

NOTICE TO ABUTTERS

Town of Arlington

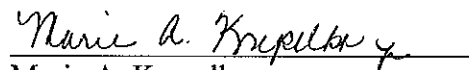
September 24, 2014

Dear Abutter

You are hereby notified that a public hearing will be held at the Office of the Board of Selectmen, Town Hall, Arlington at **7:15 p.m.** on the **6th of October** upon the Petition of **Nationalgrid** for gas main locations, dated **September 9, 2014**. The Nationalgrid hereby respectfully requests your consent to the locations of mains as hereinafter described for the transmission and distribution of gas in and under the following public streets, lanes, highways, and places of the Town of Arlington and of the pipes, valves governors, manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said mains and accomplish the objects of said Company, and the digging up and opening the ground to lay or place same:

To install and maintain approximately 70 feet, more or less of 4 inch gas main in Hilton Street, Arlington.

From the existing 4 inch gas main at House #36-#38, Westerly to house # 32-#34 for a new gas service.


Marie A. Krepelka
Board Administrator

9-7 HEATH RD 35.0-1-1.0 JOHNSON ARTHUR W TR JOHNSON ARTHUR W REALTY TR 1026 MASS AVENUE SUITE 1 ARLINGTON, MA 02476	35-37 HILTON ST 35.0-1-5.0 STERN NAYDA J 3247 BRENFORD PLACE LAND O'LAKE, FL 34638	39-41 HILTON ST 35.0-1-6.0 AHMED DEJENE Y ZEMDIE ALMAZ 39 HILTON STREET ARLINGTON, MA 02474	44-46 HILTON ST 35.0-2-31.0 POUGARIDIS THEOLOGOS--ETAL POUGARIDIS EVANGELIA 130 LAKE STREET ARLINGTON, MA 02474
40-42 HILTON ST 35.0-2-32.0 GETACHEW DAWIT TAPSE ASELEFEC 40 HILTON ST ARLINGTON, MA 02474	36 HILTON ST 35.0-2-33.0 CRADDOCK LAWRENCE--ETAL CRADDOCK CATHERINE A 38 HILTON ST ARLINGTON, MA 02474	32 HILTON ST 35.0-2-34.0 MANFREDONIA GIULIO JR 32 HILTON STREET ARLINGTON, MA 02474	25-27 HEATH RD 35.0-2-35.0 BERLINGHIERI MARIO A BERLINGHIERI JUDITH A 15 MORTON ROAD ARLINGTON, MA 02476
48-50-#1 HILTON ST 35.A-2-30.0 MANION MICHELLE M 50 HILTON STREET UNIT 1 ARLINGTON, MA 02474	48-50-#2 HILTON ST 35.A-2-31.0 WILLEMS HIRMAN J CLETIUS RACHEL 48 HILTON STREET UNIT 2 ARLINGTON, MA 02474	43-45-#43 HILTON ST 35.A-1-43.0 HAGGSTROM ERIC & EMILY 43 HILTON ST UNIT 43 ARLINGTON, MA 02474	43-45-#45 HILTON ST 35.A-1-45.0 STARON ELIZABETH 45 HILTON ST UNIT 45 ARLINGTON, MA 02474

I hereby certify that this list
has been prepared in accordance with
Chapter 40A, Sec 11 of MGL.

Edmund R. Kuegler 9/11/14
Date

Board of Assessors,

JOHNSON ARTHUR W TR
JOHNSON ARTHUR W REALTY TR
1026 MASS AVENUE
SUITE 1
ARLINGTON, MA 02476

AHMED DEJENE Y
ZEWDIE ALMAZ
39 HILTON STREET
ARLINGTON, MA 02474

GETACHEW DAWIT
TAFESE ASELEFEC
40 HILTON ST
ARLINGTON, MA 02474

MANFREDONIA GIULIO JR
32 HILTON STREET
ARLINGTON, MA 02474

HAGGSTROM ERIC & EMILY
43 HILTON ST
UNIT 43
ARLINGTON, MA 02474

MANION MICHELLE M
50 HILTON STREET
UNIT 1
ARLINGTON, MA 02474

STERN NAYDA J
3247 BRENFORD PLACE
LAND O'LAKES, FL 34638

POUGARIDIS THEOLOGOS--ETAL
POUGARIDIS EVANGELIA
130 LAKE STREET
ARLINGTON, MA 02474

CRADDOCK LAWRENCE--ETAL
CRADDOCK CATHERINE A
38 HILTON ST
ARLINGTON, MA 02474

BERLINGHIERI MARIO A
BERLINGHIERI JUDITH A
15 MORTON ROAD
ARLINGTON, MA 02476

STARON ELIZABETH
45 HILTON ST
UNIT 45
ARLINGTON, MA 02474

WILLEMS HERMAN J
CLEETUS RACHEL
48 HILTON STREET
UNIT 2
ARLINGTON, MA 02474





Town of Arlington, Massachusetts

National Grid Petition/Oldham Road

ATTACHMENTS:

Type

Description

Backup Material

Engineering Review, National Grid petition, order and map, National Grid rep meeting notice, abutter list and meeting notice



Engineering Division

TOWN OF ARLINGTON DEPARTMENT OF PUBLIC WORKS

51 GROVE STREET
ARLINGTON, MA 02476

RECEIVED
SELECTMEN'S OFFICE
SEP 23 8 12 AM '14

Phone: 781-316-3320
Fax: 781-316-3281

Permit Type: Grant of Location
Date: Wednesday, September 24, 2014
Applicant: National Grid Gas Company
Site Location: Oldham Road - Gas Main Extension

The Engineering Division has reviewed the attached petition by National Grid Gas Company for consideration of a Grant of Location for the installation of Gas main as indicated on the enclosed Engineering Design Sketch. Upon completion of our review we are submitting the following recommendations and conditions for consideration by the Board of Selectmen should the Grant of Location be approved for this submittal.

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3. During construction, uninterrupted pedestrian access (or temporary pedestrian facilities) shall be provided at all times.
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5. This work is proposed in close proximity to existing on-site utilities & utility laterals. Care must be exercised when working around this infrastructure and all crossings shall be made at 90° to existing utilities.
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PETITION OF NATIONAL GRID FOR GAS MAIN LOCATIONS

Town of Arlington / Board of Selectmen:

RECEIVED
SELECTMEN'S OFFICE
ARLINGTON, MA 02178
SEP 22 10 32 AM '14

The Nationalgrid hereby respectfully requests your consent to the ~~locations~~ ^{locations} of mains as hereinafter described for the transmission and distribution of gas in and under the following public streets, lanes, highways and places of the **Town of Arlington** and of the pipes, valves, governors, manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said mains and accomplish the objects of said Company; and the digging up and opening the ground to lay or place same:

To install and maintain approximately 100 feet, more or less of 6 inch gas main in Oldham Rd., Arlington. From the existing 6 inch gas main at house #38, easterly to house #18 Country Club Drive for a new gas service.

Date: September 19, 2014

By: _____

Dennis K Regan
Permit Representative

Town of Arlington / Board of Selectmen:

IT IS HEREBY ORDERED that the locations of the mains of the Nationalgrid for the transmission and distribution of gas in and under the public streets, lanes, highways and places of the **Town of Arlington** substantially as described in the petition date September 19, 2014 attached hereto and hereby made a part hereof, and of the pipes, valves, governors, manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said mains and/or accomplish the objects of said Company, and the digging up and opening the ground to lay or place same, are hereby consented to and approved.

The said Nationalgrid shall comply with all applicable provisions of law and ordinances of the **Town of Arlington** applicable to the enjoyment of said locations and rights.

Date this _____ day of _____, 20____.

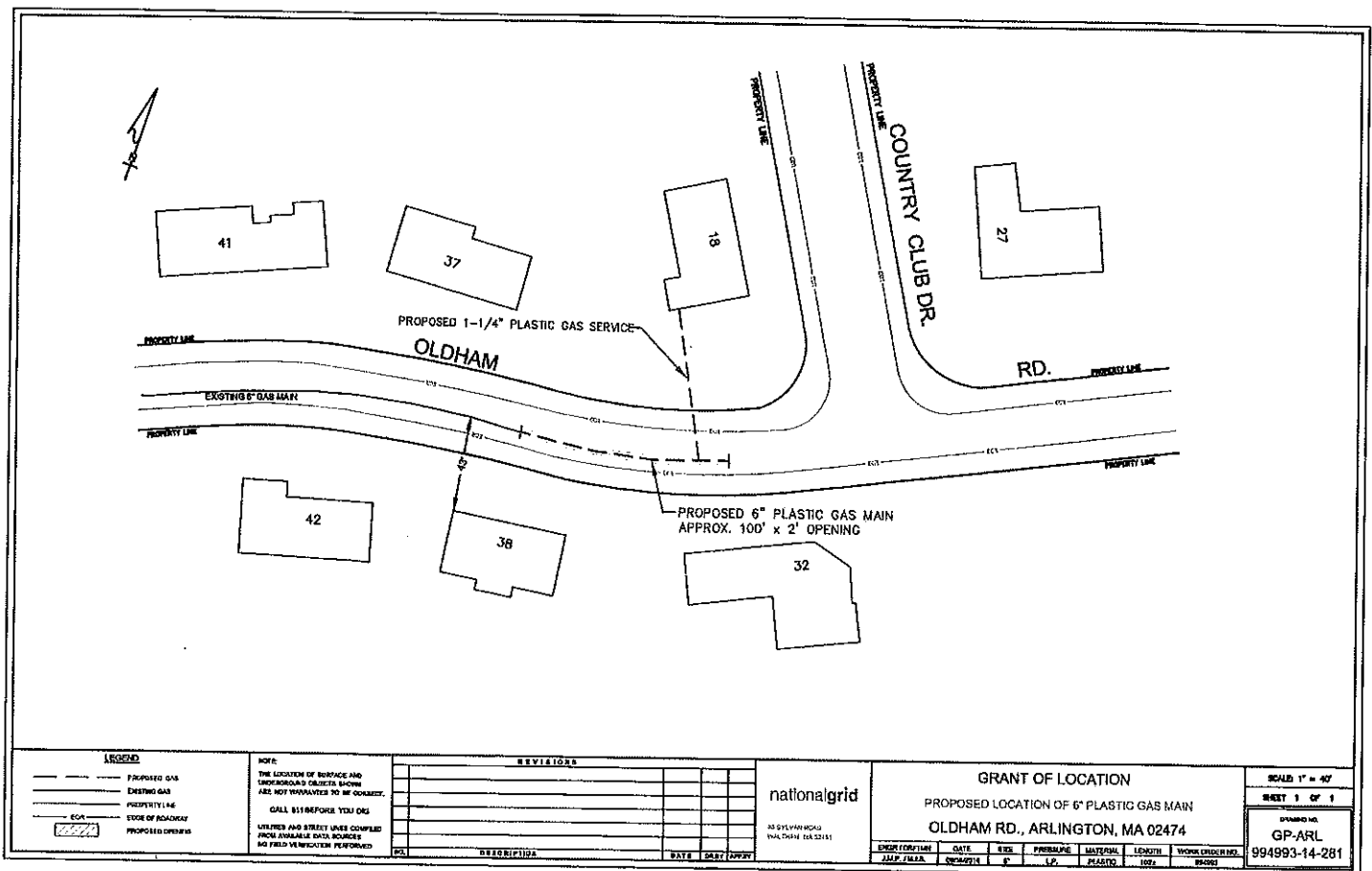
I hereby certify that the foregoing order was duly adopted by the _____ of the City of _____, MA on the _____ day of _____, 20____.

By: _____

Title

MN # 144-994993

**RETURN ORIGINAL TO THE PERMIT SECION
NATIONAL GRID
40 SYLVAN RD, WALTHAM, MA 02451
RETAIN DUPLICATE FOR YOUR RECORDS**



OFFICE OF THE BOARD OF SELECTMEN

STEVEN M. BYRNE, CHAIR
JOSEPH A. CURRO, JR., VICE CHAIR
KEVIN F. GREELEY
DIANE M. MAHON
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

September 23, 2014

Dennis Regan
National Grid
40 Sylvan Road
Waltham, MA 02451

Re: Oldham Road

Dear Mr. Regan:

The Board of Selectmen will be discussing your petition to install and maintain approximately 100 ft., more or less of 6 inch gas main in Oldham Road on Monday, October 6, 2014 at 7:15 p.m., Selectmen's Chambers, 2nd Floor, Town Hall, 730 Massachusetts Avenue. You are invited to be in attendance at this meeting.

Please confirm the date and time with either Jean or Fran.

Thank you.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka
Marie A. Krepelka
Board Administrator

MAK:fr

cc: Public Works

NOTICE TO ABUTTERS

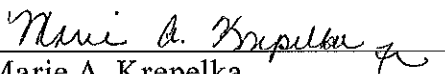
Town of Arlington

September 24, 2014

Dear Abutter:

You are hereby notified that a public hearing will be held at the Office of the Board of Selectmen, Town Hall, Arlington at **7:15 p.m.** on the **6th of October** upon the Petition of **Nationalgrid** for gas main locations, dated **September 19, 2014**. The Nationalgrid hereby respectfully requests your consent to the locations of mains as hereinafter described for the transmission and distribution of gas in and under the following public streets, lanes, highways, and places of the Town of Arlington and of the pipes, valves governors, manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said mains and accomplish the objects of said Company, and the digging up and opening the ground to lay or place same:

**To install and maintain approximately 100 feet, more or less of 6 inch gas main in Oldham Road, Arlington.
From the existing 6 inch gas main at House #38, Easterly to house # 18 Country Club Drive for a new gas service.**


Marie A. Krepelka
Board Administrator

41 OLDHAM RD 1.0-1-1.A
BUCKLEY JAMES & MARGARET
41 OLDHAM RD
ARLINGTON, MA 02474

45 OLDHAM RD 1.0-1-2.A
TALANIAN GAAR E & LORI
45 OLDHAM ROAD
ARLINGTON, MA 02474

49 OLDHAM RD 1.0-1-3.A
TALANIAN GAAR E & LORI
49 OLDHAM RD
ARLINGTON, MA 02474

50 OLDHAM RD 1.0-2-6.A
SMITH CHERYL
50 OLDHAM ROAD
ARLINGTON, MA 02474

46 OLDHAM RD 1.0-2-7.A
HEALION JOHN J & EILEEN
TRUSTEES/JEH REALTY TRUST
46 OLDHAM RD
ARLINGTON, MA 02474

42 OLDHAM RD 1.0-2-8.A
DUSSI ALFRED & JEANNINE
42 OLDHAM ROAD
ARLINGTON, MA 02474

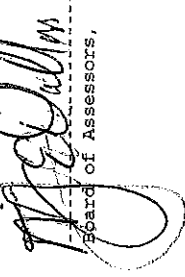
38 OLDHAM RD 1.0-2-9.A
SCIAFAFFA ANTHONY & DESPINA
38 OLDHAM ROAD
ARLINGTON, MA 02474

32 OLDHAM RD 4.0-10-1.A
DUFONT DEANNE B
32 OLDHAM RD
ARLINGTON, MA 02474

18 COUNTRY CLUB DR 7.0-3-1.0
SEAVER PROPERTIES LLC
215 LEXINGTON STREET
WOBURN, MA 01801

37 OLDHAM RD 7.0-3-2.A
HOUSER PAUL C & DENISE M
37 OLDHAM RD
ARLINGTON, MA 02474

I hereby certify that this list
has been prepared in accordance with
Chapter 40A, Section 11 of MGL.


Board of Assessors,

9/23/14
Date

BUCKLEY JAMES & MARGARET
41 OLDHAM RD
ARLINGTON, MA 02474

TALANIAN GAAR E & LORI
45 OLDHAM ROAD
ARLINGTON, MA 02474

TALANIAN GAAR E & LORI
49 OLDHAM RD
ARLINGTON, MA 02474

SMITH CHERYL
50 OLDHAM ROAD
ARLINGTON, MA 02474

HEALION JOHN J & EILEEN
TRUSTEES/JEH REALTY TRUST
46 OLDHAM RD
ARLINGTON, MA 02474

DUSSI ALFRED & JEANNINE
42 OLDHAM ROAD
ARLINGTON, MA 02474

SCIARAFFA ANTHONY & DESPINA
38 OLDHAM ROAD
ARLINGTON, MA 02474

DUPONT DEANNE B
32 OLDHAM RD
ARLINGTON, MA 02474

SEAVER PROPERTIES LLC
215 LEXINGTON STREET
WOBURN, MA 01801

HOUSER PAUL C & DENISE M
37 OLDHAM RD
ARLINGTON, MA 02474





Town of Arlington, Massachusetts

For Approval: Arlington Center Parking Management Proposal

ATTACHMENTS:

Type		Description
<input type="checkbox"/>	Exhibit	Arlington Center Parking Management Proposal
<input type="checkbox"/>	Backup Material	Arlington Center Parking Management Study



**Town of Arlington
Office of the Town Manager**

Adam W. Chapdelaine
Town Manager

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Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us
Website: www.arlingtonma.gov

To: Members of the Board of Selectmen

From: Adam Chapdelaine, Town Manager

RE: Arlington Center Parking Proposal

Date: October 2, 2014

At the Board's April 7, 2014 meeting the Arlington Center Parking Management Study was presented by Nelson/Nygaard. The study recommended implementation of a paid parking strategy for on- and off-street parking in Arlington Center. Based on the findings of the study, I respectfully request that the Board consider adopting the following:

Parking Goals

1. Establish clear and consistent parking regulations throughout the area.
2. Adopt an availability goal of 15% on-street and 10% off-street vacant parking spaces.
 - Goal to be monitored via utilization reports
3. Price parking to meet the availability goal, using the principle of the most convenient and desirable parking being priced higher than the less desirable.

Implementation/Governance

Establish a Parking Implementation/Governance Committee (PIGC) consisting of representatives from the groups who will be affected by changes to parking management in Arlington Center. This group would work with appropriate Town staff to implement the new parking management system, and then once in place, work as a governance group to review and report to the Board on the effectiveness of the system. This group would also play an advisory role regarding the projects to be supported with funds from the proposed Parking Benefit District.

1. Designee of the Board of Selectmen
2. Designee of the Town Manager
3. Member of the Transportation Advisory Committee
4. Representative from the Chamber of Commerce
5. Representative from Arlington Center Merchants
6. Representative of Institutions located in Arlington Center (Arlington Catholic/St. Agnes)
7. Parking Clerk
8. Community Safety Traffic Unit
9. Neighborhood resident
10. Planning (ex-officio)

Parking Management (Fee) Structure

We request that the Board adopt the parking management (fee) structure as described on the attached map as a starting point. By adopting this structure, Town staff and the PIGC will be enabled to begin the procurement process for metering technology. It is our goal to solicit technology that is flexible, provides robust reporting, and enables use of credit cards. It is also our goal to procure new technology for both on street metering and off street metering. Actual fees and structure will not be implemented or enforced until all necessary infrastructure has been purchased and installed. Please see the attached map for the details of the proposed parking management structure.

Funding Plan

The funding plan takes into account general Town goals in regard to preserving the stability of the general fund and also addresses the consultant's recommendations relating to the establishment of a Parking Benefit District. Inserted below, you will find the total parking related revenue that was collected and accounted for as local receipts to the general fund in FY2014. Following that, you will see revenue estimates based upon the parking management structure being proposed. These estimates are based upon a survey that was conducted by a parking vendor several years ago. Next, you will see the proposed uses of the estimated revenues.

FY2014 Parking Revenue	
Meter Revenue	\$68,740.93
Violation Revenue	\$420,082.00
Permit Revenue Municipal Lots	\$102,450.00
Permit Revenue All Other	\$34,026.75
Total	\$625,299.68

Projected Revenues	
Projected On Street Meter Revenue	\$396,182.48
Projected Off Street Meter Revenue	\$220,101.38
Projected Violation Revenue	\$475,000.00
Projected Permit Municipal Lots	\$102,450.00
Projected Permit All Other	\$34,026.75
Total	\$1,227,760.60

Proposed Structure	
General Fund Hold Harmless - Violation Revenue & Permit Revenue All Other	\$509,026.75
On Street Meter Acquisition, Operation, & Maintenance* (Special Revenue Fund Ch. 40 §22a) - On Street Meter Revenue	\$396,182.48
Parking Benefit District (Revolving Fund Ch. 44 §53E1/2) - Off Street Permit and Meter Revenue	\$322,551.38
Total	\$1,227,760.60

*Figure assumes that acquisition and operation costs (including back end technology and credit card processing) will be approximately \$250,000 per year. The remaining balance of \$146,182.48 will be used to offset General Fund costs associated with administration and enforcement of the paid parking program. This brings the total General Fund benefit of projected parking revenues to \$655,209.33, ensuring that the General Fund is held harmless.

Additional Concerns to be Addressed

There are a number of policy questions that will need to be answered as we move forward. It is our intention to have the PIGC provide recommendations to the Board on the following issues as we progress.

1. Permits for off street parking lots - Based on the study, staff agrees that permits are an important part of any Center parking strategy. However, we need to work to determine the number necessary, the cost of each permit, and the manner in which they will be designated in the lots. We also need to sit with local institutions that will be impacted by the permit program (Arlington Catholic High School, American Alarm, etc.) to gain an understanding of their needs and concerns.
2. Taxi stands – As discussed during the presentation in April, staff agrees that a relocation of the taxi stands is appropriate in order to meet the need for parking availability. However, prior to making a final decision, the PIGC will need to speak with the local taxi services and recommend a strategy that takes all factors into account.
3. ADA spaces – The PIGC will need to make final recommendations for the appropriate number and location of ADA spaces.
4. Loading Zones – The potential siting and time limits of a loading zone need to be discussed and a resolution recommended.
5. Bus Stops – Negotiations with the MBTA need to be finalized in order relocate bus queuing area currently located at Broadway Plaza.
6. Future rate setting – We will be asking the PIGC to recommend a system whereby rates can be altered within predetermined limits in order to meet the parking availability goal. This strategy is also known as demand based pricing.

As always, I am happy to discuss this proposal or any portion with you at your convenience and I look forward to the Board's deliberation at Monday's meeting.

PARKING PRICING RECOMMENDATIONS





TOWN OF ARLINGTON, MASSACHUSETTS

ARLINGTON CENTER PARKING STUDY PROJECT SUMMARY



JUNE 2014

N NELSON
NYGAARD



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ARLINGTON CENTER STUDY AREA



Introduction

The Town of Arlington understands that parking issues can only be addressed through a comprehensive program. This study captures the utilization patterns of various groups and also has sought input on the unique motivations, characteristics, and sensitivity to policy changes that will be critical to developing workable solutions.

Details of the study findings are documented in a series of Public Presentations and Technical Appendices. The results of the study are a series of interrelated recommendations that when implemented in tandem, address the issues and concerns identified through the data analysis and public process.

The recommendations are organized using the following headers:

- » Establish clear priorities for regulations
- » Flip pricing to create availability
- » Create additional long-term parking opportunities
- » Aid system with technology, signage and information
- » Supporting elements, such as a parking benefit district and shared parking

PRINCIPLES

Regular customers seek convenient access and are less price-sensitive. Provided they can easily find available parking, most employees of the businesses in Arlington Center seek to minimize parking cost and maximize convenience, but must be motivated to preserve availability of prime customer spaces. Residents, of course, prefer to park near their homes and have the least tolerance for inconvenience, unless there is a clear benefit or reward.

All of these competing desires are considered using guiding principles throughout the study process:

- » Provide convenient parking for customers/clients
- » Accommodate employees and long-term parkers
- » Improve signage, regulations, and information
- » Invest in technology and new revenue control equipment

BACKGROUND

Interest in taking a comprehensive look at parking in Arlington Center first began with efforts of the Arlington Center Parking Working Group of the Town's Transportation Advisory Committee (TAC). In 2013-2014, this group sought to identify issues through the collection of data on existing parking supply, utilization, and turnover. After an initial set of findings were developed, the Working Group recommended that a larger study be conducted in 2014 to carry initial ideas forward with a goal of developing a study that would create a more user-friendly parking program for all Center users.

ARLINGTON CENTER OPEN FORUM JANUARY 9, 2014 - SUMMARY OF PUBLIC COMMENTS



Public Participation Process

The consultant team facilitated a multi-step public outreach process to understand more about the preferences, behaviors, and concerns of those who visit Arlington Center.

- » **Surveys:** To collect data of parking needs and preferences, the Town posted a twenty-six-question electronic survey on its website, local paper, email lists, and at area businesses, generating more than 1,000 responses.
- » **Open Forum:** Early in the study process, residents, business owners, and employees were invited to participate in a hands-on “Parking Open Forum” designed to gather as much qualitative input as possible through interactive components. (See map on opposite page.)
- » **Public Meetings:** A final presentation of initial ideas and strategies was presented to the public in March 2014.
- » **Merchants Meeting:** The team also met with merchants in Arlington Center to review strategies.



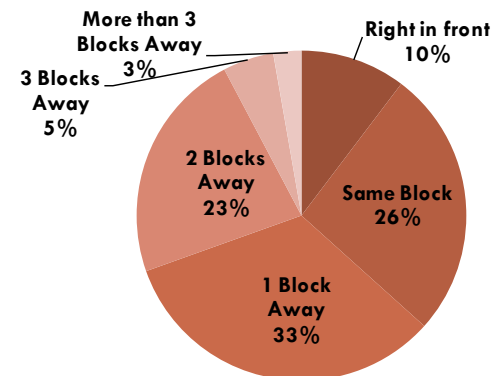
Public forums solicited public input on issues and feedback on strategy ideas.

KEY FINDINGS

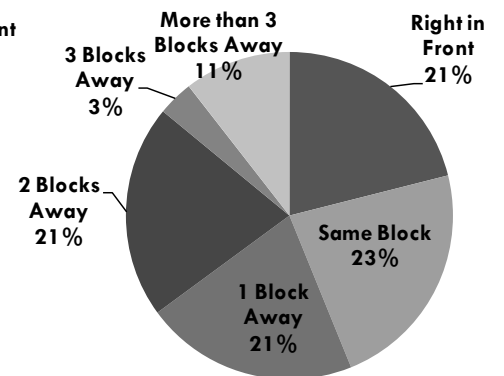
- » Most visitors park within a block of their destination, but most circle to find that parking space
- » Most customers report that they stay for less than an hour
- » Employee parking needs are not met, especially for part-timers, and 52% report that they park on Mass Ave and Medford Street when working in the Center
- » The kiosk and permit areas of Russell Commons Lot are confusing
- » Off-street lots are hard to find and the walking conditions are unsafe and ill-lit, especially at night
- » Bus layover and taxi stand areas could be relocated to improve the quality of the plaza at Massachusetts Avenue and Medford Street
- » Participants want better parking accommodations at events like the farmer’s market and Regent Theatre

HOW FAR FROM YOUR LOCATION DO YOU PARK?

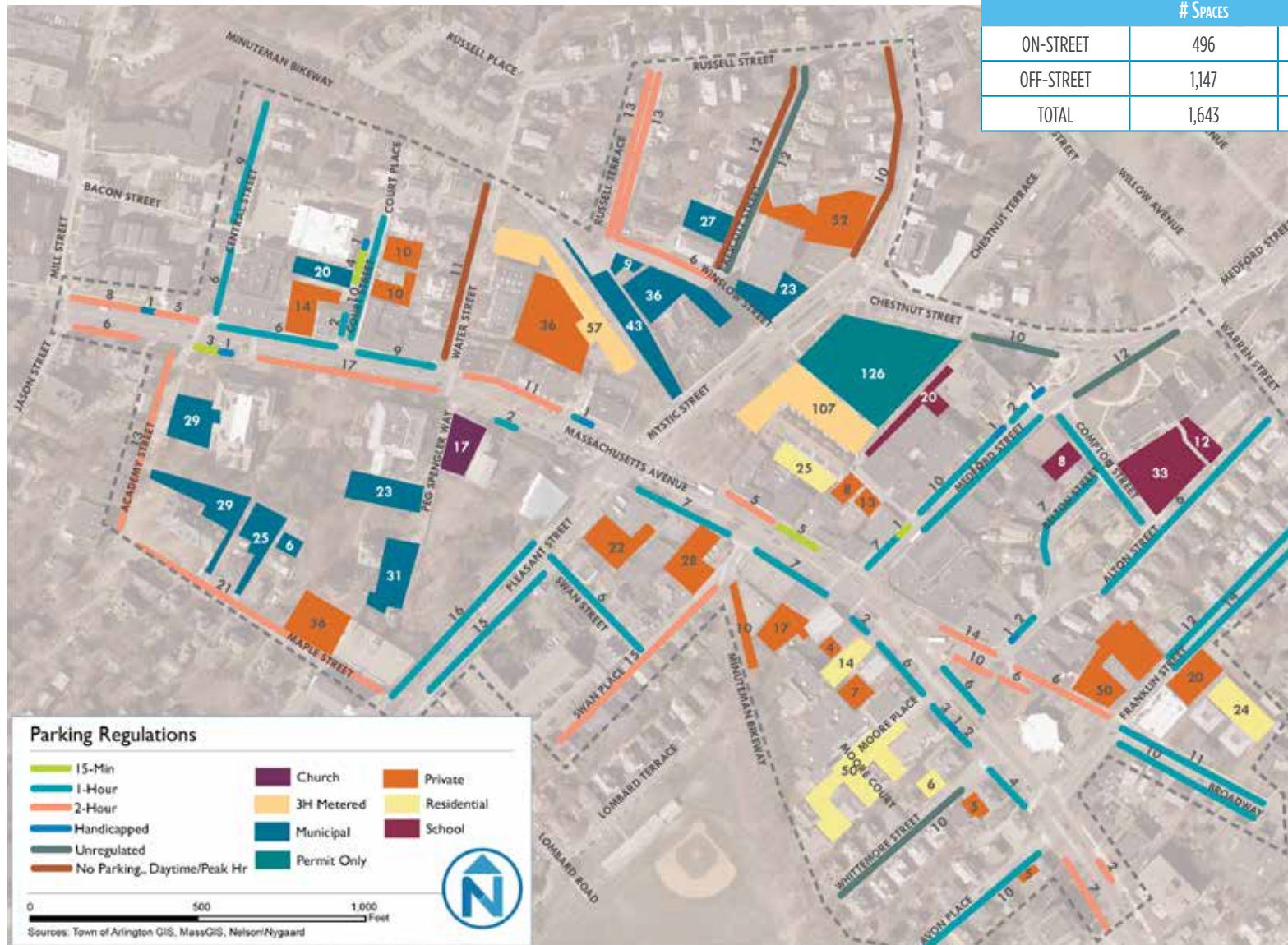
CUSTOMERS



EMPLOYEES



ARLINGTON CENTER PARKING REGULATIONS AND SUPPLY



ARLINGTON CENTER PARKING SUPPLY

	# SPACES	%
ON-STREET	496	30%
OFF-STREET	1,147	70%
TOTAL	1,643	---

Existing Conditions

PARKING INVENTORY

The Arlington Center parking study encompasses the area surrounding the core business district and civic center along Massachusetts Avenue between Mill Street and Pond Lane as far North as Russell Street and as far South as Maple Street. Parking inventory includes all on- and off-street public and private parking areas within this area. Overall, the study captured more than 1,500 total parking spaces in Arlington Center.

KEY FINDINGS

- » The on-street parking areas are a mix of one-hour and two-hour regulations
- » Parking regulation signage is unclear and, in many cases, is inconsistent
- » To park for longer than three hours, one needs a permit
- » On-street parking is free while off-street parking is \$0.50/hour
- » Monthly permits cost \$50/month (or about \$2.50/day)
- » 30% of off-street supply is private

OFF-STREET PARKING

OFF-STREET	1,147 SPACES	%
PRIVATE	337	30%
MUNICIPAL	301	27%
3-HOUR METERED	164	14%
PERMIT	126	11%
RESIDENTIAL	119	10%
SCHOOL	73	6%
CHURCH	17	2%

ON-STREET PARKING

ON-STREET	496 SPACES	%
1-HOUR	234	47%
2-HOUR	178	36%
UNREGULATED	44	8%
NO PARKING, RESTRICTED	33	6%
15-MINUTE	13	2%
HANDICAPPED	8	1%

PARKING UTILIZATION AND TURNOVER COUNTS

Parking utilization counts provide a time series of typical parking demand for a typical day in an area. A comprehensive picture of parking utilization helps to clearly identify patterns of high or low usage, the impact of regulations, and assess how much of the parking supply is utilized throughout the day. Parking turnover counts reveal the length of stay of individual cars by parking space.

The project team analyzed weekday and weekend parking utilization counts that were collected by Precision Data Industries, LLC. Counts were conducted in mid-November 2012 on a Thursday and a Saturday. Data collectors captured weekday parking demand for 12 hours (8am to 8pm) with counts every hour. Weekend parking demand was captured for 10 hours from 10am to 8pm. Both counting days reflected typical parking demand conditions, with the exception of Thursday evening counts, which reflect demand during an event at Arlington Catholic High School. Note: utilization counts represent a subset of the full inventory (~700 spaces) within the study area.

UTILIZATION MAPS

The maps on the following pages show the **peak parking utilization profiles** for the weekday and weekend.

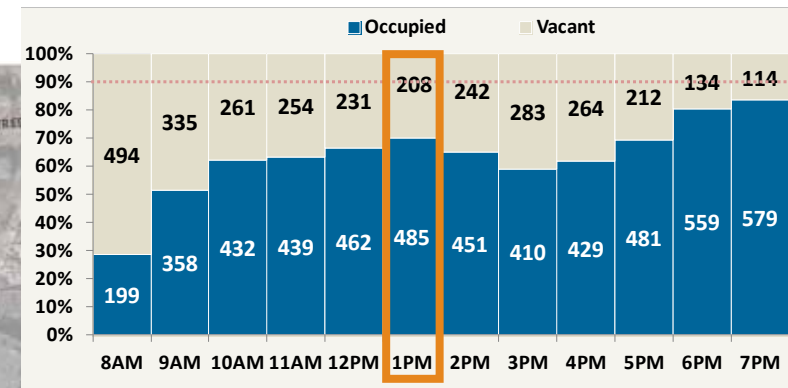
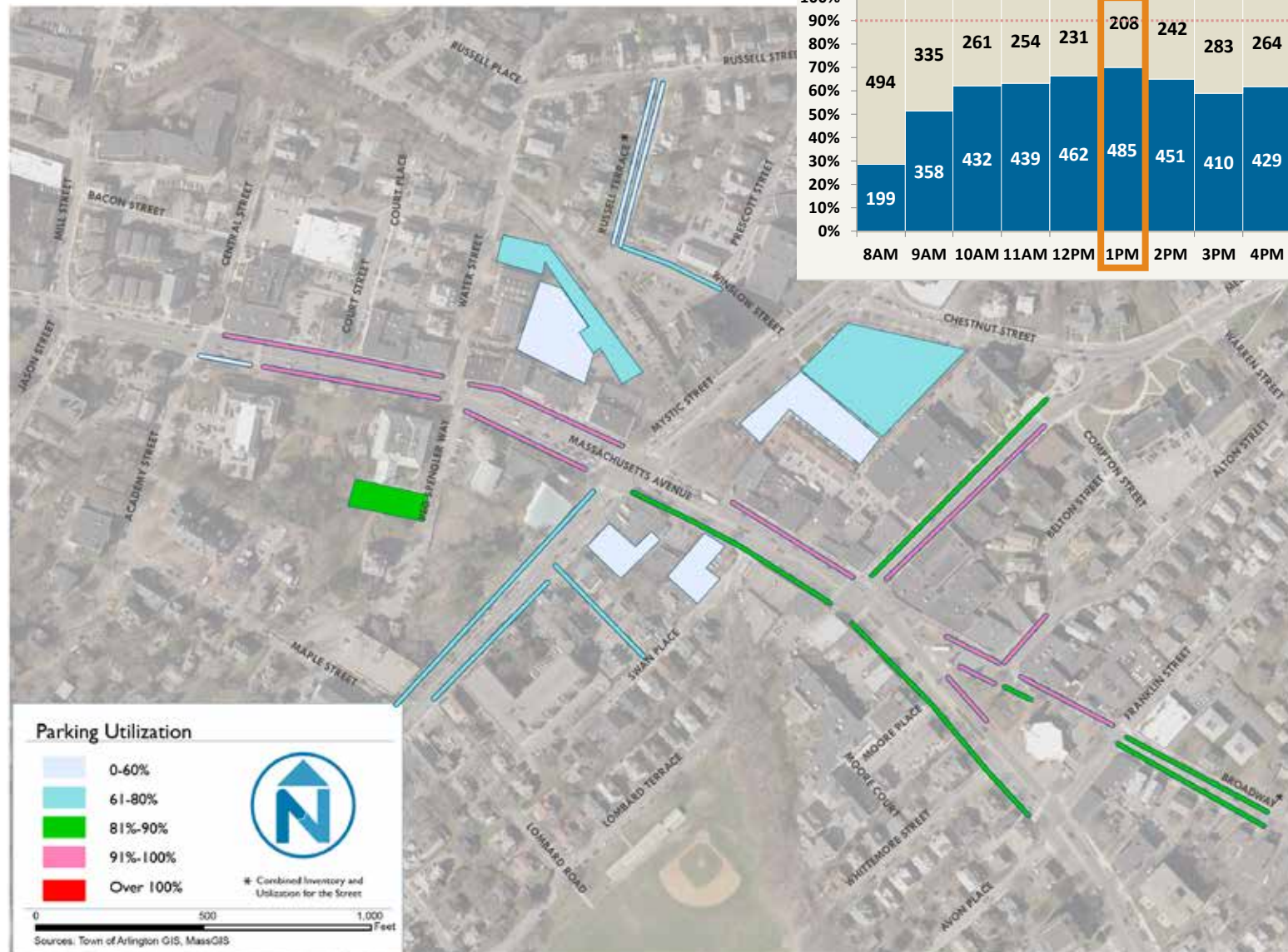
With each map is a utilization chart that shows overall demand throughout the day. The red lines indicate “functional capacity” of parking, i.e. a vacancy of 15-percent on-street, or about 1 out of 8 on-street spaces is available and 90% for off-street lots, a recognized national standard of when a parking area is effectively full.

On the utilization maps, light blues represent 0-80% full parking, green represents when parking is between 80 and 90% full, pink marks when parking is over its functionally full capacity of 90%, and red marks that an area is beyond full.

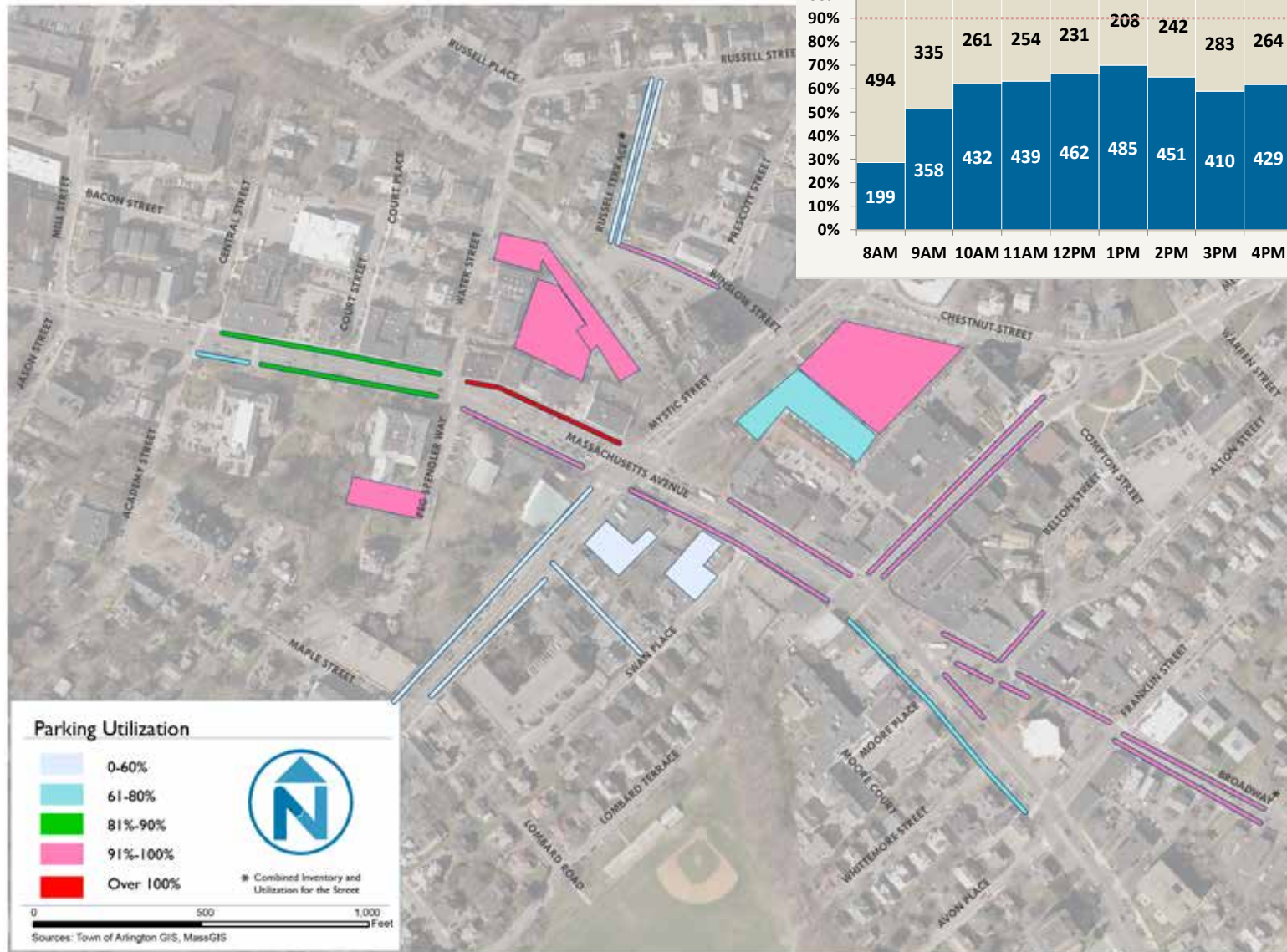
KEY FINDINGS

- » On-street parking is much busier than off-street parking
- » Daytime peak utilization occurs around the lunch hour
- » Isolated parking challenges occur around Town Hall, Kickstand Cafe, the Regent Theatre, and the private schools
- » In the evening, during an event, once parking is unregulated, activity peaks and spots are 85% full
- » Metered lots are half-full, except during events
- » On average, parkers stay for 1 hour and 36 minutes on Massachusetts Avenue and on average, 14.5% of cars stay longer than two hours

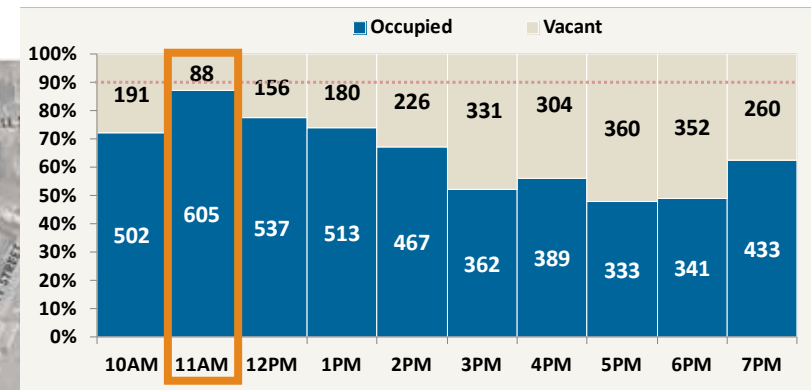
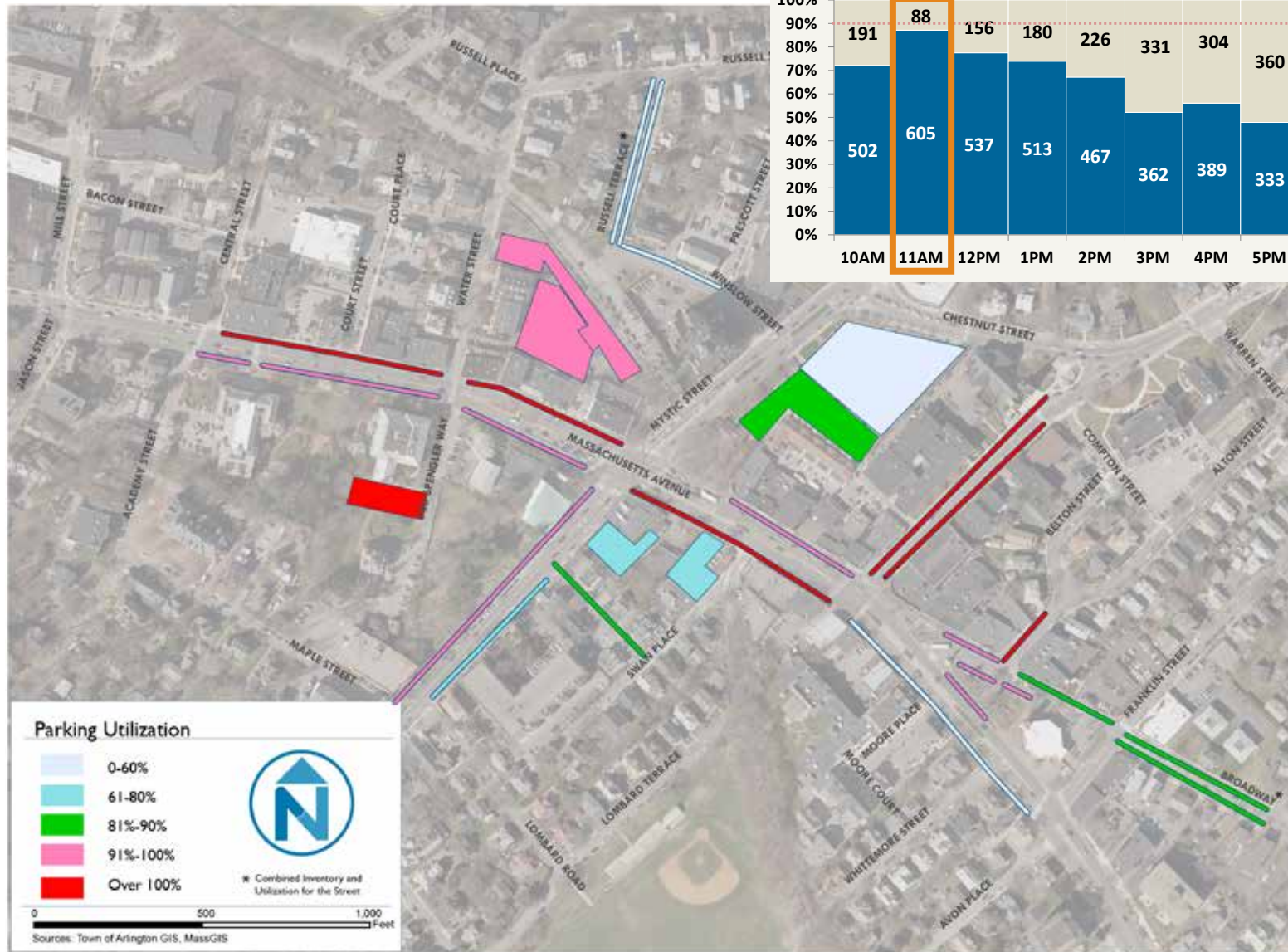
WEEKDAY DAYTIME PEAK PARKING UTILIZATION: 1PM-2PM



WEEKDAY EVENING PEAK PARKING UTILIZATION: 7PM-8PM



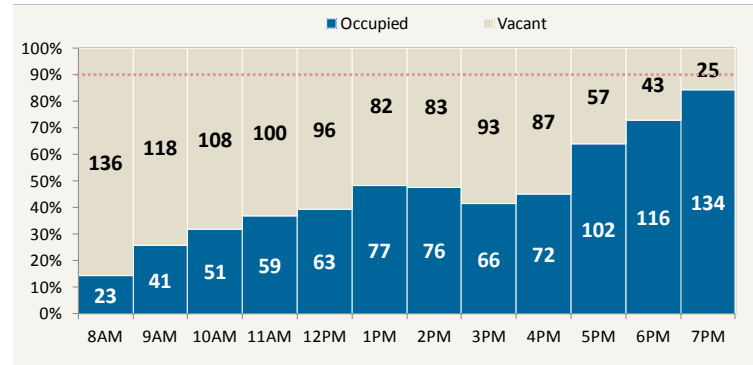
WEEKEND PEAK PARKING UTILIZATION: 11AM - 12PM



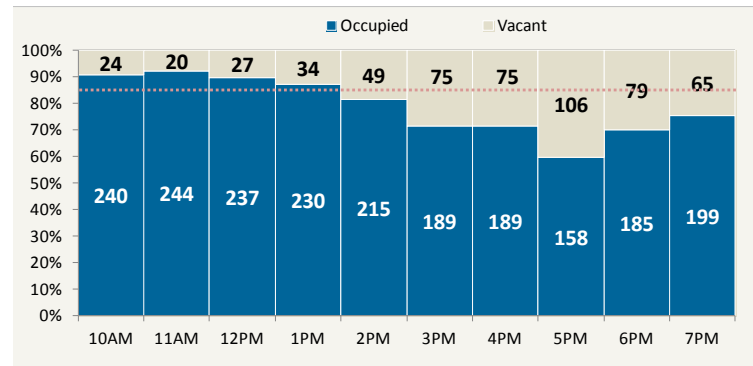
UTILIZATION CHARTS

The utilization charts show a detailed picture, by hour, of how full parking gets on-street and off-street. The blue bars indicate how many cars are parked each hour; the beige area indicates the number of available parking spaces.

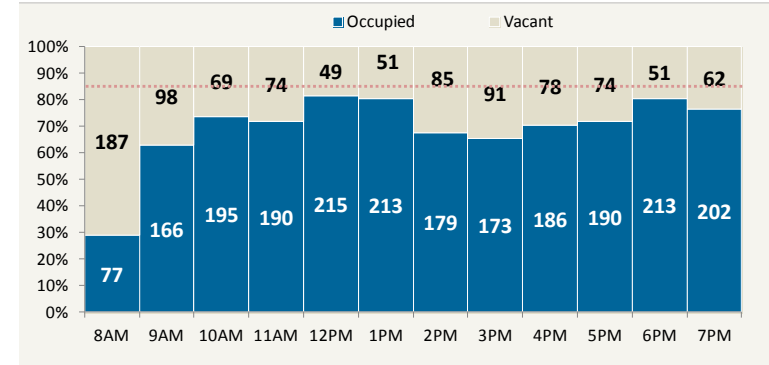
WEEKDAY METERED LOTS UTILIZATION



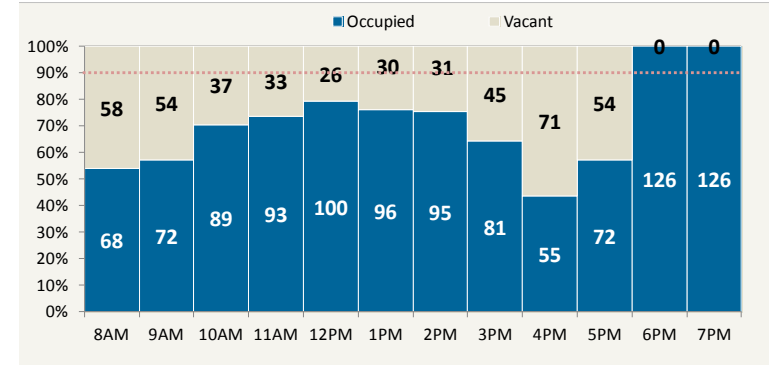
WEEKEND ON-STREET UTILIZATION



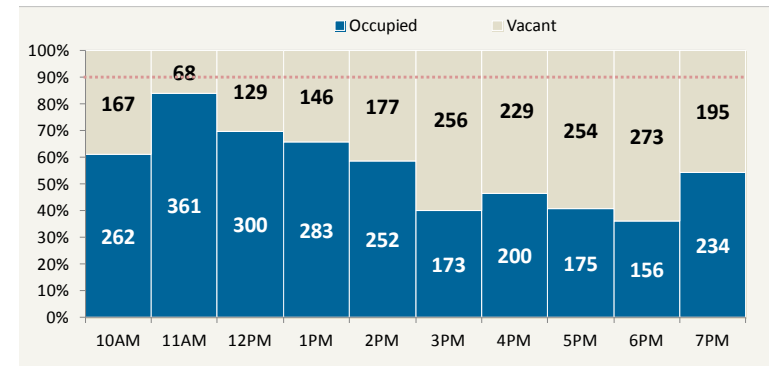
WEEKDAY ON-STREET UTILIZATION



WEEKDAY PERMIT LOTS UTILIZATION



WEEKEND OFF-STREET UTILIZATION



MULTIMODAL EVALUATION

The Minuteman Bikeway and numerous MBTA bus connections make Arlington Center a cross-roads for multi-modal travel. The Town is currently conducting a safety study, funded by MassDOT's Clean Air and Mobility Program, to improve the conflict area where the Minuteman crosses through Massachusetts Avenue at Mystic and Pleasant.

Generally, there is potential to reduce the demand for parking in the Center via the non-driving transportation options. If these connections are enhanced and promoted, more people might choose to walk, bike, and take transit to and from the Center. Walking connections are particularly important in terms of parking, as every motorist is a pedestrian when they exit their car.

Particular issues include:

- » The Russell Commons lot is hard to find for pedestrians - there are only two access points, and they are not well-lit when walking back to their cars after work or a theatre show.
- » Many are concerned about the quality of the plaza at Massachusetts Avenue and Broadway due to the idling taxis and buses on layover between route runs.

NON-MOTORIZED CONNECTIONS IN THE CENTER



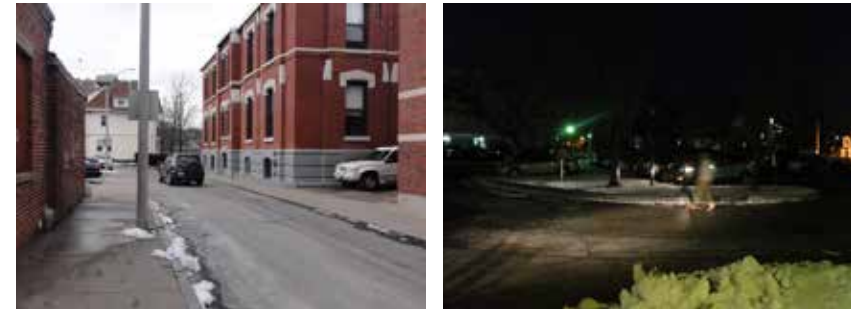
The Minuteman Bikeway provides a non-motorized connection for both nearby residents and regional commuters. Racks located throughout the center create convenient parking for those that travel by bike.

MBTA BUS SERVICE IN ARLINGTON CENTER



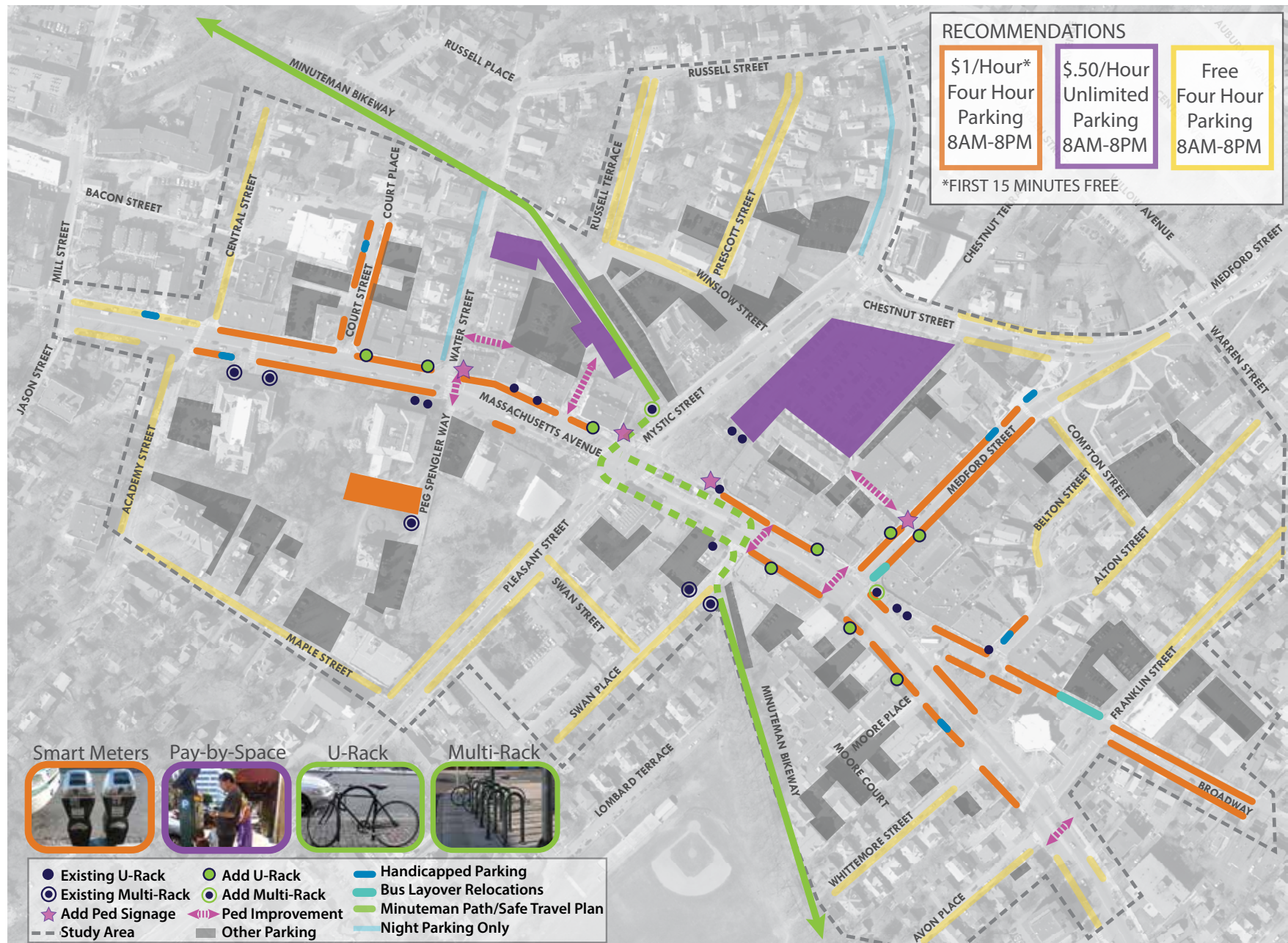
Six MBTA bus routes connect Arlington Center to the "T" and other regional destinations, like the Burlington Mall. During the public participation process, it was suggested that the location of the 80 and 87 route layovers diminish the quality of the pedestrian plaza at Mass Ave and Broadway. Idling engines create an unpleasant atmosphere, and the 87 bus blocks sightlines for walkers trying to cross Broadway.

SAFETY AND ACCESS ISSUES AT LOTS



When a person gets out of their car, they are a pedestrian. Uninviting pedestrian access to and from parking lots discourages people to park in the lots.

SUMMARY OF RECOMMENDATIONS



Recommendations

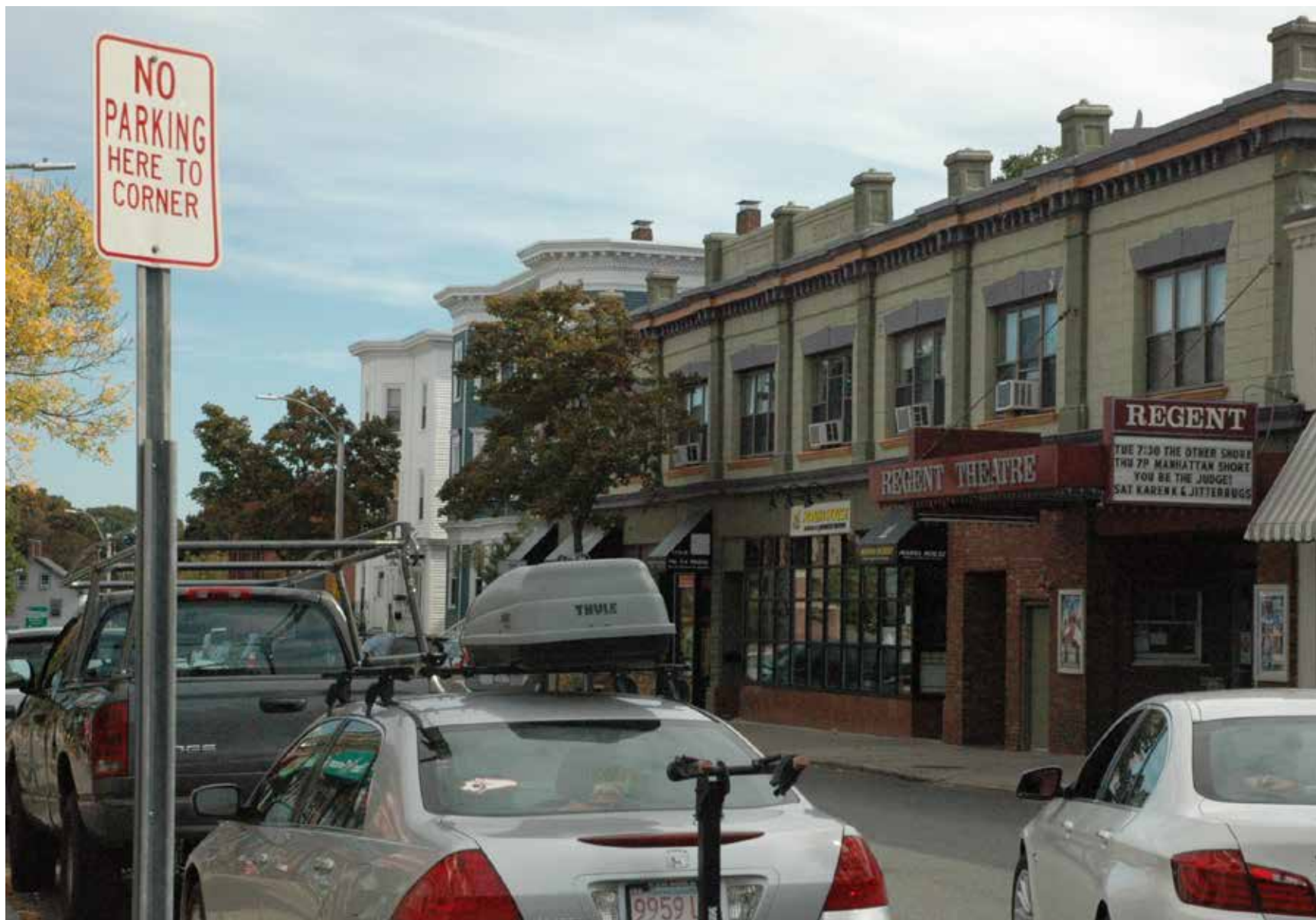
A comprehensive parking management plan includes a series of interactive strategies that work together to achieve a set of goals. Implementing one strategy without another will likely not have the same impact when implemented together.

Recommendations for improving parking management in Arlington Center are to:

- » **Establish Clear Priorities for Regulations:** Institute regulations that are easy to understand and that work towards Town goals and the economic vitality of Arlington Center. Existing regulations are confusing; on-street signage is a mix of one and two hour spaces, with some of the signs indicating a span of hours and others without. In the Russell Commons Lot, it is difficult to discern which area is for permits, and which is for metered parking.
- » **Flip Pricing to Create Availability:** The current pricing scheme in the Center has a price on spaces that are farther away from the Center, while it leaves its most desirable spaces - those on Mass Ave - free. By pricing the most desirable spaces with a rate that is reflective of its value, parkers will adapt their behaviors to either pay to park in the front-door spaces or pull around the corner and pay less.
- » **Create Additional Long-Term Parking Opportunities:** Currently, in public lots, regulations do not allow one to park for more than three hours without a monthly permit. For part-time employees, visitors, and customers, this is inconvenient and a barrier for spending time in the Center.
- » **Aid System with Technology, Signage, and Information:** A parking system is only a success if it is easy to understand. Simple, convenient, and accessible payment technology, clear signage, and regulatory information available in print and on the web aids in making the parking experience positive.
- » **Supporting Elements:** There are many opportunities to support

a smart parking management system, including:

- Parking Availability Goal
- Parking Benefit District
- Shared Parking
- Multimodal Improvements
- Event Management Plan
- Lot Redesigns
- Transportation Demand Management Programs
- Parking Governance Structure



ESTABLISH CLEAR PRIORITIES FOR REGULATIONS

Parking regulations should be created and implemented to achieve Center goals. Time limits, prices, efficient curbside uses, and other smart regulations all work in tandem to create the type of place that Arlington Center wants to be. Parking regulations are inextricably tied to:

- » Economic vitality
- » Local business health
- » Successful events and special activities
- » Pedestrian environment
- » Traffic patterns
- » Transit infrastructure
- » Development potential
- » Pedestrian and bicycle infrastructure
- » Safety
- » Signage and wayfinding

Regulations should also support the Town's Master Plan efforts. In addition, the system should be designed to be fiscally responsible, not just today but over time.

With a primary goal of increasing parking availability, implementing "customer-first" policies will help transform a parking system that is currently set up as "do not park here" to an environment that lets parkers know where they can park.

Customer-first policies that should be implemented include:

- » First 15 Minutes Free: Have a grace period of 15 minutes for on-street parking, so there is no need to pay for a very short stay.

- » Enforcement Policy: Have a first ticket (per calendar year) free per car.
- » Adjust Meter Spans: Pricing when the Center is busy - until 4pm in the lots and on-street - and starting meters at 10am instead of 8am - prices during periods of demand, not during traditional office hours.
- » Eliminate/Extend Time Limits: Let pricing manage availability, not arbitrary time limits.

Handicapped Parking

Another customer-first policy is adequately managing handicapped parking as an integral piece of the overall parking system. Off-street zoning code dictates the amount of handicapped parking needed off-street; there are no rules and regulations for on-street. Although the data shows that the number of handicapped parking spaces is sufficient for the current demand, the location and access to these spaces could be improved. The team recommends that the town develop a handicapped parking policy that should include:

- » Geographic boundaries
- » A goal of creating overall parking availability in key areas.
- » A process of how to request additional handicapped spaces or change locations of existing handicapped spaces (e.g. what department, what needs to be included in a request, how to submit a request, the approximate turnaround time of request, who must review/approve request, etc.)
- » Design parameters such as being adjacent to ADA compliant pedestrian ramps; adjacent/near appropriate land use; be as close as possible to ADA accessible building entrances/exits; relationship/distance to other handicapped parking spaces; utilization of nearby handicapped spaces; and other relevant site specific factors

PARKING PRICING RECOMMENDATIONS



FLIP PRICING TO CREATE AVAILABILITY

Parking should be managed by measuring parking availability. Today, it is near impossible to find a parking space on Mass Ave, while it is often easy to find availability in the Russell Common and Railroad lots. High utilization of the prime parking assets on-street suggest that their pricing should be higher than the pricing off-street. These prices and balance between the on- and off-street rates are critical to opening up available spaces.

The team recommends a strategy of pricing on-street parking in the Center in the busiest, most desirable areas only. The pricing should be moderate, so as to alter employee behavior, but not to drive customers away. Price should be set to maintain availability and allow parkers to self select on where they are going to park, based on their own price sensitivity and willingness to walk further.

Pricing zones can and should be refined through discussion, including extending the boundaries of the higher priced core, as long as the system is kept relatively simple and easy for the user to understand. Changes should include:

- » Rates: Introduce priced parking in key on-street areas; maintain a lower price off-street
- » Time Limits: Extend time limits to four hours on-street to allow for longer-stays (“pay to stay”); eliminate time limits off-street
- » Span: Shift the current spans to reflect parking demand, from today’s flat 8am - 6pm to 8am - 8pm on-street and 8am - 8pm off-street. Pricing should continue to be in effect Monday - Saturday.

See map on opposite page for more details.

PARKING SUPPLY PRICING RECOMMENDATIONS

TYPE	EXISTING			PROPOSED		
	TIME LIMIT	# SPACES	PRICE/HR	TIME LIMIT	# SPACES	PRICE/HR
ON-STREET	1-HOUR	234	\$0	4-HOUR	204	\$1
	2-HOUR	178	\$0			
	UNREG.	44	\$0	4-HOUR	273	\$0
	NIGHT	33	\$0	NIGHT	21	\$0
	15-MIN	13	\$0	--	--	--
	HANDIC.	8	\$0	HANDIC.	9	\$0
OFF-STREET, PUBLIC	LIBRARY	23	\$0	4-HOUR	23	\$1
	3-HOUR	164	\$.50	UNLTD.	290	\$.50
	PERMIT	126	\$50/MONTH	PERMIT	TBD	\$50/MONTH

ADDITIONAL LONG-TERM PARKING OPPORTUNITIES



CREATE ADDITIONAL LONG-TERM PARKING OPPORTUNITIES

To legally park in a public lot in Arlington Center for more than three hours, a monthly permit is needed. For part-time employees, visitors, and customers, this is inconvenient and a barrier for spending time in the Center. First, the three hour off-street time limit should be eliminated; patrons should be able to stay as long as needed.

Second, the Center employee permit program should be continued, with a smaller section of the Russell Commons lots dedicated to the program. With no time limit to stay in the lots, it is expected that many permit holders will instead choose to pay per day, not purchase a monthly permit. The number of permit holders is expected to decrease, making more room for transient parkers. In addition, the Town should consider opening up additional areas for permit holders, possibly including some private lots through shared parking agreements. This would continue to free up room in the public lots for customer parking.

LONG-TERM PARKING SUPPLY PRICING RECOMMENDATIONS

TYPE	EXISTING			PROPOSED		
	TIME LIMIT	# SPACES	PRICE	TIME LIMIT	# SPACES	PRICE
ON-STREET	UNREG.	44	\$0	4-HOUR	273	\$0
	NIGHT	33	\$0	NIGHT	21	\$0
OFF-STREET	3-HOUR	164	\$.50/HR	UNLTD.	290	\$.50/HR
	PRIVATE & OTHER	669	NA	NA	646	NA
	PERMIT	126	\$50/MONTH	PERMIT	TBD	\$50/MONTH



Single-head smart parking meters that accept both credit cards and coins enhance convenience for those that do not carry exact change.



New pay by space kiosks, supplemented with adequate signage and paint, will work well in Arlington's off-street parking lots.



The Arlington Center Chamber of Commerce has pulled together a helpful parking brochure for the Center that promotes local businesses. This could exist as an interactive web map as well to inform customers before they travel.

AID SYSTEM WITH TECHNOLOGY, SIGNAGE, AND INFORMATION

Technology

Arlington Center's existing parking technology makes it difficult for people to pay to park. It contributes to frustrations and parking tickets, and upgraded kiosks are needed. The team recommends that before any pricing changes, the new meter technology replaces the existing in the lots. The Town should consider:

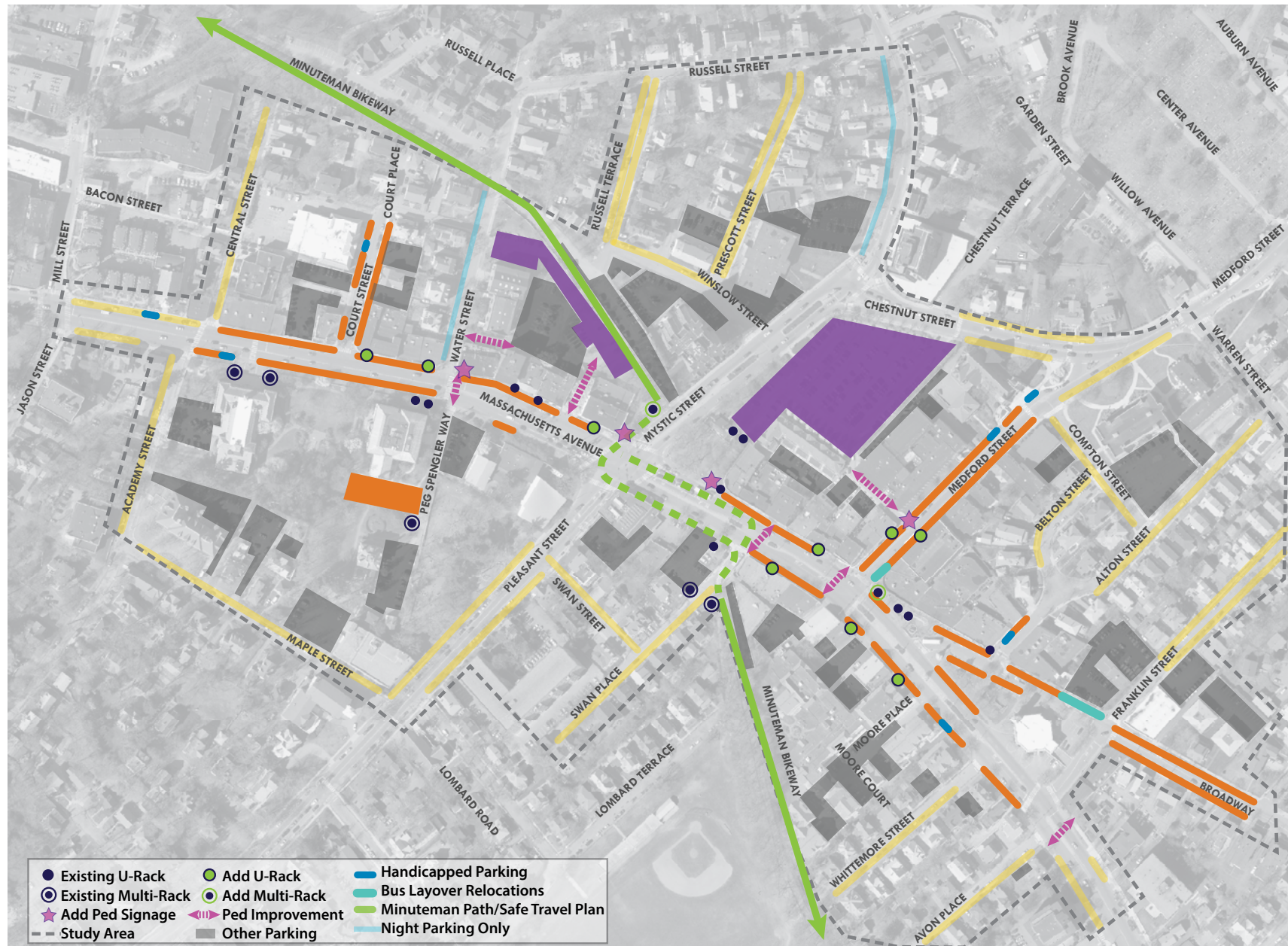
- » Payment technology that is:
 - Reliable
 - Easy to use and understand
 - Takes credit cards and coins
 - Is compatible with pay by cell
 - Is compatible with efficient enforcement handhelds
 - Provides easily-accessible data to analyze utilization patterns
- » Implementing technology:
 - On-street with single-head smart meters to increase customer convenience
 - Off-street in the lots using pay by space kiosks, which means that each space is numbered, and parkers must remember their space number that they punch into the kiosk
 - Pay by cell so parkers can pay for or extend time via their cell phones, with no need to return to their car

Signage

Between the Minuteman Path, the Regent Theater, local shops, and more, Arlington Center has a number of infrequent visitors that rely on signage and related information to know where to park. Providing these visitors with a positive experience from when they arrive in the Center to when they leave is essential. Three components of signage and information in Arlington Center are:

- » Before You Arrive: Parking information available before one arrives in Arlington Center makes it easy for those that research beforehand. Having a single, simple map posted on the web, from the Town's website, to the Chamber of Commerce, to the restaurants and shops, and other activity centers, provides the same set of up-to-date information for everyone.
- » At Your Arrival: Signage as you approach the Center that points drivers in the right direction of how to access parking lots. Today, when you arrive in town, there are a few green signs posted, but they are inconsistent and make it difficult to navigate.
- » During Your Stay: Pedestrian-oriented signage that includes information about parking locations (plus names and distances by block or walking minutes) of other attractions helps oriented people. This will help to promote a "park once" strategy.

MULTIMODAL RECOMMENDATIONS



SUPPORTING ELEMENTS

There are many opportunities to support a smart parking management system. Having well-lit and safe walking connections, utilizing available parking resources before constructing new ones, and making transit an attractive and convenient choice for Center visitors and employees is all connected to the use of parking in the Center.

The Town should explore the following supporting elements:

- » **Parking Availability Goal:** The Center should maintain its parking system for parking availability, meaning that pricing and regulations should be periodically evaluated and adjusted to reach a goal of about 85% availability on-street and 90% off-street. Managing parking to achieve these goals, rather than by a set price, will lead to intended results. In addition, parking changes to achieve these goals should be managed by the Town's parking governance structure, not by the Board of Selectmen.
- » **Parking Benefit District:** A parking management fund, a revolving account that is funded by parking revenues, less program expenses, uses net revenues to invest in parking and transportation infrastructure and programs. This could include striping and signage improvements, upgraded lighting, enhanced walkways, and more.

If parking revenues seem to disappear into the General Fund, where they may appear to produce no direct benefit for downtown businesses, there will be little support for parking policies that may ultimately benefit business, such as introducing pricing on-street, upgrading parking meters, or adjusting regulations. When the Center's merchants and residents can clearly see that the monies collected are being spent for the benefit of their centers, on projects that they have helped to choose, they become willing to support parking

policies that generate revenue for the Town. If experience from other municipalities is any guide, many will become active advocates for the concept.

To develop support for parking regulation changes, and to build support for charging fair market rates for permits, local stakeholders should have a strong voice in setting policies for the Town, deciding how Fund revenues should be spent, and overseeing Center investments to ensure that the monies collected from employees and customers are spent wisely.

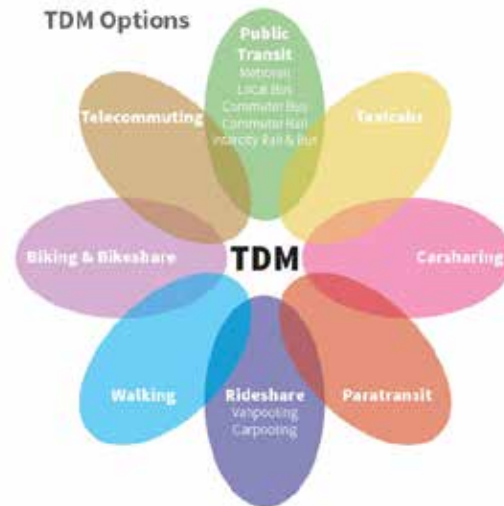
- » **Shared Parking:** Public parking supply expansion is possible through shared parking lease agreements with nearby property owners. Leasing private property may occur through the Town, with the Town leasing the additional parking, or between two private entities. Shared parking agreements may be for certain days of the week or times of day, or general agreements.
- For example, during evening events, the Town or a private entity may consider working with churches, banks, or schools - land uses that typically have little evening activity - to lease parking to accommodate the large demand associated with events.
- » **Multimodal Improvements:** Reducing parking demand through improving multimodal access gives people safe and attractive choices to access the Center. This ranges from transit amenities and routing improvements, bicycle infrastructure and parking, safe intersections, and adequate sidewalks.

Examples of multimodal investments in the Center include:

- Relocating the layover locations of the 80 and 87 MBTA bus routes to improve pedestrian conditions at the plaza at Massachusetts Avenue and Broadway.
- Installing more bike racks throughout the Center
- Enhancing the lighting and safety of pedestrian routes to the Railroad Avenue Lot and the Russell Commons Lot.



Biking to Arlington Center can be encouraged through covered bike parking that protects bikes from rain and snow. Racks like those in Columbus, Indiana (Left) can reinforce business and or town branding and identity. Bicycle corrals (right) take up one on-street parking space, providing parking for 10-12 bikes.



Transportation Demand Management (TDM) can promote and incentivize non-motorized and public transport options. Credit: www.commuterpage.com



Old Pasadena uses its meter revenue to enhance the streetscape in their business district. This program is advertised on meters so parkers know where their money is going.

» **Curb Space for Bus Layovers:** Currently, the 80 and 87 MBTA buses layover and idle near a public plaza. The town should coordinate with the MBTA to relocate these layovers which could both make valuable curb space available and improve the quality of that plaza. There are several possible options for layover relocations, with preference for moving the 80 closer to the corner of Massachusetts Avenue and Medford and moving the 87 close to the corner of Broadway and Franklin across from the fire station.

» **Event Management Plan:** Activity in the Center peaks throughout different times of the week and at different times of the year, usually for only a few hours at a time. An event parking management plan would plan for and utilize nearby under-utilized parking facilities during times of peak demand, for example, during the Farmer's Market, a show at the Regent Theater, and a sporting event at Arlington Catholic.

An event parking plan should accommodate peak parking demand through assets that are available during peak times. Information and signage should clearly designate parking facilities for event times.

» **Transportation Demand Management Programs:** Transportation Demand Management (TDM) refers to a package of strategies to encourage residents and employees to drive less in favor of transit, carpooling, walking, bicycling, and teleworking. It encompasses financial incentives such as parking charges, parking cash-out, or subsidized transit passes; Guaranteed Ride Home programs to give employees the security to carpool or ride transit; compressed work schedules; and information and marketing efforts. TDM programs have been shown to reduce commuting by single-occupant vehicle by up to 40%, particularly when financial incentives are provided. With existing transportation choices in Arlington Center, including public transportation options, employers, including the Town, and new developments should be encouraged to implement a package of TDM programs for its employees.

80 BUS LAYOVER OPTIONS

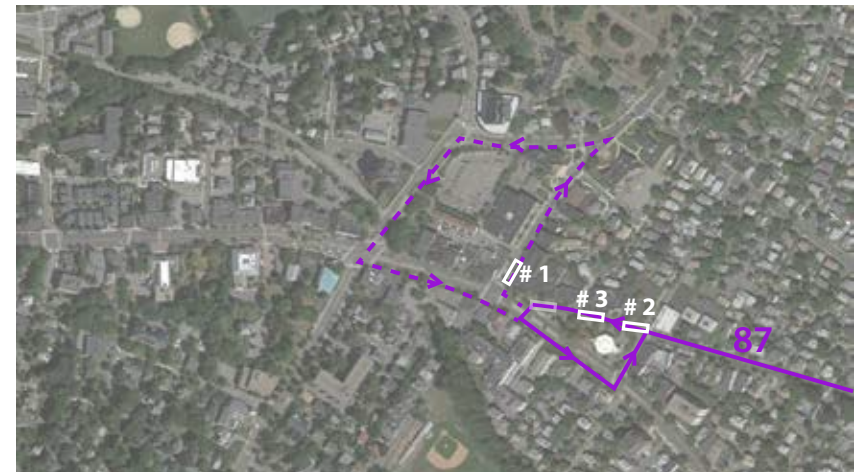


OPTION 1: Move taxi stand, relocate stop closer to corner, gain parking

OPTION 2: Move halfway down Medford Street

OPTION 3: Shared 87 loop and layover on Massachusetts Avenue across from Medford Street (Stop shared by 77, 79, 350)

87 BUS LAYOVER OPTIONS



OPTION 1: Route 87 continues to Route 80 and has co-layover on Medford Street

OPTION 2: Move to No Parking Zone on Broadway at Franklin (Far-Side)

OPTION 3: Move on Broadway to Alton and Broadway (Near-Side)



The MBTA 87 bus idles between runs at the corner of Broadway and Massachusetts Avenue, blocking sightlines for pedestrians. The town can work with the MBTA to relocate both layovers to a more optimal location.



The town has four taxi stands currently - three by the plaza at Medford, Broadway, and Massachusetts Avenue and one near the Kickstand Cafe (which will be removed as part of the Safe Travel Project) - which is more than twice that of any surrounding town. The town can consider opening these spaces for parking and relocating taxi stands to the municipal lots.

- » **Taxi Stands:** Taxi use should be promoted in Arlington Center but dedicated curb space is unnecessary to support such use. For example, most peers (Watertown, Lexington) do not have dedicated curbside taxi spaces. Belmont Center has two spaces adjacent to the train station; nonetheless, all of these nearby towns still successfully support taxi usage. The town should consider dedicating space in one of the municipal lots for taxis to wait for calls.
- » **Lot Redesigns:** Simple striping efficiencies, changing ingress and egress points, and improving circulation can substantially improve parking lots, particularly to increase the parking supply and improve safe pedestrian access.
- » **Parking Governance Structure:** Managing parking assets in a Town center environment is complicated; this includes everything from snow removal to zoning to signage. All departments that are involved in managing parking in Arlington Center should regularly coordinate via a “Parking Champion”, or lead staff person that can work to carry initiatives forward. This Champion is the “go-to” for all parking issues and can delegate when needed. The Parking Champion is supported by a Parking Management Committee, which should be responsible as a sounding board for parking issues, should vet recommendations, regularly monitor and evaluate parking utilization, and assist with implementation. This Committee should be comprised of a diverse group of stakeholders, possibly including a retail merchant, a restaurant merchant, a bank representative, and an office representative, plus Town staff from DPW, Police, Planning and Community Development, and the Parking Clerk. The Committee could report directly to the Transportation Advisory Committee or the Board of Selectmen.

ACKNOWLEDGEMENTS



TOWN PROJECT TEAM

Adam Chapdelaine, Town Manager

Andrew Flanagan, Deputy Town Manager

Laura Wiener, Department of Planning and
Community Development

Howard Muise, Transportation Advisory
Committee

Corey Rateau, Police Department

Scott Smith, Transportation Advisory Committee

John Hurd, Transportation Advisory Committee,
Representating Chamber of Commerce

Marie Krepelka, Selectman's Office

CONSULTANT TEAM

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Jason Schrieber

Ralph DeNisco

Lisa Jacobson

Alyson Fletcher

Cynthia Lin



Town of Arlington, Massachusetts

For Approval: Community Innovation Challenge Grant(s) - Authorization to Sign

ATTACHMENTS:

Type	Description
❏ Cover Memo	Memorandum to Board
❏ Backup Material	Financial Data Standard Info
❏ Backup Material	Parking Meter Info



**Town of Arlington
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To: Members of the Board of Selectmen

From: Adam Chapdelaine, Town Manager

RE: Community Innovation Challenge Grant Applications – Authorization to Sign

Date: October 2, 2014

I am writing to respectfully request that the Board authorize me to sign on to four (4) separate Community Innovation Challenge grant applications that I will describe below. By way of background, the Patrick Administration developed the Community Innovation Challenge (CIC) grant program in 2012. The program encourages and incentivizes regionalization based upon the belief that the most crucial and visible interactions between government and citizens occur locally. In three years, the program has invested \$10.25 million in 74 unique projects that involve 242 municipalities across the Commonwealth. We are currently participating in one of these, the Open Checkbook project. The grant applications that we would like authorization to sign on to are as follows:

CIC Grant Application #1 – Visual Budget Enhancement

We are seeking the Board's authority for Arlington to be the lead applicant on a grant to enhance and expand the Visual Budget tool. This grant application is being developed in cooperation with InVolution Studios, along with Annie LaCourt and Alan Jones. The purpose of this project is to

expand the use of the Visual Budget tool for budget planning and civic engagement. The project has three objectives:

- 1) Expand the use of Visual Budget to a total of 20 communities by December 2015 and build a community of practice amongst Visual Budget users
- 2) Add new features that will allow Visual Budget to provide a more complete picture of municipal budgets: A specific view of debt and debt service, the ability to upload and move between multiple budgets and the ability to easily generate multi-year forecasts
- 3) Make improvements to the tool that will make the user interface, data upload, and open source implementation more stable and easier to use.

We anticipate that Cohasset, Newburyport, Salem, and Melrose will also sign on to this grant application. I respectfully request that the Board authorize me to sign Arlington on as the lead applicant for this grant application.

CIC Grant Application #2 – Creation of Municipal Data Standard

The Metropolitan Area Planning Council (MAPC) is planning to apply for funding to create a municipal financial data standard. This grant application is closely aligned with the Visual Budget proposal that is described above. I feel strongly about the impact that the successful implementation of this grant could produce. We currently lack the ability to measure ourselves against other municipalities due to inconsistencies in the way financial and budgetary data is reported. The creation of a data standard would aid in our communication to the public regarding the efficiency and effectiveness of our municipal services. Included along with this memorandum is a more detailed description of this grant proposal provided by the MAPC. I respectfully request that the Board authorize me to sign Arlington on as a participant and supporter of this grant application.

CIC Grant Application #3 – Assessment and Analysis of Field Tablet Use

I have been approached by the Town of Needham in regard to their interest in submitting a grant application to develop and implement best practices for tablet use in the delivery of municipal services. Specifically, they are interested in analyzing efficiencies that can be gained during

inspections performed by the Health Department, Fire Department, and the Inspectional Services Department. We already have several similar projects contained within the IT Strategic Plan, so signing on to this grant to gain potential financial support and access to best practices seems very worthwhile. Needham will be the lead applicant for this grant, but I respectfully request that the Board authorize me to sign Arlington on as a participant and supporter of this grant application

CIC Grant Application #4 – Parking Meter Collective Procurement Implementation

The MAPC is organizing a joint procurement for parking meters and as part of this joint procurement, are submitting a grant application to provide funding to defray the cost of the purchase of parking meters. As the Board knows, it will be considering a parking proposal at the meeting on October 6th, so in preparation for favorable action by the Board, we have been preparing to participate in the collective procurement of parking meters. Additionally, the MAPC has asked communities that are installing meters where there currently are none or communities that are implementing demand based pricing to consider signing on to this grant application with the benefits as described above. The goal of the grant if awarded would be to provide participating communities with \$20,000 to defray the cost of acquiring parking meters. Included along with this memorandum is a more detailed description of this project provided by the MAPC. I respectfully request that the Board authorize me to sign Arlington on as a participant and supporter of this grant application.



SMART GROWTH AND REGIONAL COLLABORATION

The Metropolitan Area Planning Council (MAPC) is developing a Community Innovation Challenge (CIC) grant, “Massachusetts Municipal Financial Data Standards”. We are requesting a letter of support for our proposed work, developing an open data standard for municipal budgeting and finance. This proposal is closely related to and in support of Arlington’s CIC Visual Budget proposal.

Your letter of support in no way obliges you to participate in this project, or to adopt the data standard once it is developed.

What are open data standards?

Standards organize complexity. Fuel standards are the reason any car can be fueled at any gas station. Technical standards allow text messages to travel from a T-Mobile phone to a Boost Mobile phone.

Open data standards allow data from different sources to be combined and compared. Furthermore, all applications that use an agreed-upon standard can talk to each other without the burden of translating the data into a usable format. This cuts down on development time and project complexity, but most importantly confusion when comparing data.

Our use of “open standard” indicates that the standard will be publicly available, and will be produced with an open, transparent process.

Why would a municipality want to be involved in contributing to a data standard?

Open data standards reduce the work required to compare and combine data from different sources. In the case of a municipal accounting data standard in Massachusetts, such a standard will enable all 351 municipalities to understand their budget and financial reporting in the context of their neighbors and the entire Commonwealth.

Municipalities, such as Arlington, want to understand how efficient they are compared to other nearby or similar municipalities. If one municipality performs extraordinarily well in one sector, its neighbors and peers can look to them as an example and learn new ways to deliver services effectively and efficiently.

A data standard would reduce the severity of anomalies that appear when comparing accounting data. If one municipality placed snow removal in the DPW, and another one in Transportation, a data standard could present the data in such a way that department becomes irrelevant, and “snow removal budget” becomes clearly comparable across municipal borders.

Who are the stakeholders?

Municipal governments are the primary stakeholders. Other stakeholders include:

- citizens, who want to know how their town compares to others.
- media, who want similar access to information.
- developers, who can use standard data to build insightful applications.

Prototype Municipal Open Data Standard

We will develop a prototype general municipal accounting open data standard, which will present budget and financial reporting data in machine- and human-readable formats, and which will reduce reporting discrepancies between municipalities.

We will build off of existing financial accountability reporting standards. While a municipal accounting data standard does not yet exist, reporting standards from the GASB, the Collins Center at UMass Boston, and the UN will inform the production of a data standard. We will also work closely with the Massachusetts Department of Revenue to understand reporting requirements.

We will hold focus groups with our partner municipalities to develop a standard that might serve as a regional or statewide standard. We will also hold focus groups with business intelligence vendors, the Collins Center, Visual Budget, Involution Studios, Open Checkbook, and local volunteer developers.

We recognize that this is only the beginning of a municipal financial data standard. With six municipalities contributing, the standard may only take into account the edge cases and exceptions of these six municipalities. We hope to ensure broad, long-term interoperability by building a community and governance structure around the standard, which can evolve over time as more of the Commonwealth joins this work.

For more information please contact:

Holly St. Clair, AICP

Director of Data Services
Metropolitan Area Planning Council
60 Temple Place
Boston, MA 02111
617.933.0717
hstclair@mapc.org
www.mapc.org

Parking Meter Joint Procurement

Are your parking meters overdue for an upgrade?

Is your community pricing parking for the first time?

Parking meter technology has made huge advances in recent years, and there are now many different parking payment options available. However, this means that purchasing new parking meters can be a time-consuming and potentially overwhelming process.

MAPC and your regional planning agency can help!

The Massachusetts Association of Regional Planning Agencies (MARPA), led by the Metropolitan Area Planning Council (MAPC), will conduct a joint procurement in summer/fall 2014 for parking payment systems, on behalf of municipalities across the Commonwealth.

What is the outcome?

A short list of approved vendors, with different options including single space meters, multi-space meters, pay by phone, and potentially other types of payment systems. We will also explore different contract options, ranging from simple equipment purchase to turnkey systems including installation and operations. **Any municipality will be able to contract directly with any approved vendor.**

Benefits to Communities

- **Cost Savings.** Joint procurements typically result in lower prices for municipalities.
- **Time Savings.** Avoid doing your own municipal procurement process; instead, simply choose from a list of approved vendors.
- **Ensure best practices.** We will gather the experiences, both positive and negative, from cities and towns that have recently installed new parking payment systems, in order to select the best vendors and provide technical assistance.
- **Better user experience.** Drivers may benefit from increased consistency in meter technology across municipal boundaries.

What's next?

www.surveymonkey.com/s/parkingprocurement

Answer 3 quick questions to let us know if your municipality is interested in purchasing meters, and if you have input for us as we write the RFP.



For More Information Contact Jessica Robertson, MAPC: jrobertson@mapc.org - 617.933.0745



Town of Arlington, Massachusetts

Discussion and Vote: Draft Selectmen's Handbook, Chapters 1-3

ATTACHMENTS:

Type		Description
	Backup Material	Draft Handbook, Chapters 1-3



TOWN OF ARLINGTON

BOARD OF SELECTMEN

SELECTMEN'S HANDBOOK: POLICIES & PROCEDURES

September 2014 Draft

1. Introduction & Board History

This handbook is to serve as a resource for the Board of Selectmen, other officials and agencies of Town of Arlington government, and the public by setting forth the Board's basic functions, policies, and procedures. Companion policies, including those pertaining to permits and licenses are codified elsewhere in the interests of allowing this handbook to be an efficient foundation for consistent, transparent, and effective Board administration. In short, this document provides:

- Reference material for presently serving members of the Board on significant policies and procedures;
- Guidance for citizens and Town employees on Board policies, and procedures;
- Education for new Board members in the interests of continuity of effective Board governance; and

- Serve as a model of policies and procedure for other boards and communities.

Overview

In Arlington the number of Selectmen is determined by the Town Manager Act, Chapter 503 of the Acts of 1952 as amended. Hence, the Board of Selectmen is comprised of five elected residents who serve three-year terms. They are elected on the following cycle:

Two are elected one year;

Two are elected the following year; and

One is elected in the third year of a given Board election cycle.

Town Manager Act §3

The primary duties and responsibilities of the Board are described in Part 2 herein.

History of the Board

***TO BE DEVELOPED AND
INSERTED BY MR. RICHARD
DUFFY***

2. Powers, Duties & Responsibilities

The primary sources of Board of Selectmen authority are:

- Massachusetts General Laws and Special Acts;¹
- The Town Manager Act; and
- Town of Arlington By-Laws.

Within the Town Manager Act and the Town By-laws, the following non-exhaustive provisions are particularly critical in establishing the parameters of the Board's powers:

- "The Selectmen shall have the general direction and management of the property

and affairs of the Town in all matters not otherwise provided for, so far as permitted by law."

Town By-Laws Art. 2 § 1

- The Selectmen appoint the Town Manager, the Comptroller, the Board Administrator, the Registrar of Voters (except the Town Clerk), the Zoning Board of Appeals, select advisory committees, and election officers; and further, confirm a host of appointments by the Town Manager.

Town Manager Act §§4, 11,
passim

¹ More than 700 statutes and Special Acts define the powers and duties of Selectmen including the Town Manager Act.

- The Selectmen shall open the annual Warrant and call Town Meetings and Special Town Meetings and make recommendations regarding articles under same. Members of the Board also possess the privilege of recognition at any Town Meeting regardless of whether or not they are Town Meeting members.

Town By-Laws Art. 1 §2
Art. 2 §4;

- The Board's financial responsibilities include, in conjunction with the Town Manager, reviewing Town budgets to provide annual recommendations to the Finance Committee; as well as dispersing federal Community Development Block Grant monies in conjunction with the Town Manager.

Town Manager Act §32

- The Selectmen, in conjunction with the Town Clerk, have the duty to call and administer Town elections consistent with the requirements of the General Laws.

Town By-Laws Art. 1 §1;
Town Manager Act §45

Accordingly, in conjunction with the General Laws, the Board possesses the following duties and responsibilities:

- ❖ Adopting Town policies and holding hearings on important Town issues;
- ❖ Working collaboratively with the Town Manager, Finance Committee and Budget Revenue Task Force in reviewing and setting fiscal guidelines for the annual operating budget and capital improvements program;
- ❖ Determining CDBG grant disbursements;
- ❖ Issuing Town Meeting warrants;
- ❖ Appointing the Town Manager and reviewing the performance of the Town Manager;

- ❖ Approving the Town Manager's appointments of most official boards and commissions;
- ❖ Exercise jurisdiction over public and private ways under the Town By-Laws;
- ❖ Oversee traffic and parking matters;
- ❖ Serve as the Licensing Board responsible for issuing and renewing licenses for the following categories:
 - common victualler,
 - food vendor,
 - alcohol,
 - lodging houses/inn keeper,
 - class I and II,
 - second hand dealer,
 - hackney,
 - public entertainment,
 - automatic amusement, and
 - contractor drain layer;

Serve as the permitting authority for the following categories:

- parking permit exceptions,
- block party,
- street performer, and special events.

Additionally, as outlined in the General Laws and the Town Manager Act, the Board also possesses the duties and responsibilities of the following:

- Licensing Board,
- Cable Commissioners,
- Water Commissioners,
- Highway Commissioners,
- Sewer Commissioners,
- Election Commissioners, and
- Parking Commissioners.

The above lists of powers, duties, and responsibilities do not present a complete detailing of the Board of Selectmen's role in Arlington's government, nor does it serve as a

statement of limitations on a specific Board's vision and operation. Rather, this section enumerates the major categories of Selectmen duties and powers, as well as specific, common areas where the Board exercises its authority in the discharge of its duties.

Each year, a given Board will both proactively and responsively address the new needs of the Town within its authority. For an understanding of the short and long-term vision and self-

assessments of any given Board one should consult the most recent Board of Selectmen Goals. Each year, the Selectmen revisit, renew, and revise their collective goals and objectives for the coming year in conjunction with the Town Manager. However, absent a change in law, the Selectmen's powers, duties, and responsibilities remain as enumerated herein.

3. Selectmen Code of Conduct

IT is the long standing intention and tradition of the Board of Selectmen to act as a single body in the best interests of the people of the Town of Arlington, and to maintain a civil decorum becoming of the citizenry the Selectmen serve. Even as individual members may passionately disagree with one another, members of the public, or Town employees, engaging in lively discourse, the Board of Selectmen shall endeavor to conduct itself as a whole in the most professional of manners. To that end, the Selectmen pledge their commitment to the following

self-enforced code of conduct developed by the Massachusetts Municipal Association and modified for Arlington's governance.

A. Board-Community Relations.

A member of the Board of Selectmen, in relation to his or her community shall:

1. Conduct him or herself with the understanding that his or her basic function is to make policy. Implementation and

administration is invested in the Town Manager by the Town Manager Act;

2. Maintain the perspective of being part of one larger political body, appropriately respecting collective Board decisions and policies ;
3. Be well informed concerning the duties of a Board member on both local and state levels;
4. Remember that he or she represents the entire community at all times;
5. Be mindful that a member is privileged to serve, requiring selfless service that does not yield inappropriate personal benefits based on his or her work as a Selectman; and
6. Adhere to the ethical rules and guidelines established by the State, refraining from use of status or power to obtain improper benefits for themselves or others.

B. Board-Manager Relations.

Each Selectman, in relation to the appointed Town Manager shall:

1. Endeavor to establish sound, clearly defined policies that will direct and support the Town Manager in the administration of the Town;
2. Provide the Town Manager full discretion for discharging his or her duties;
3. Recognize and support the administrative chain of command, reporting citizen complaints to the Town Manager;
4. Refrain from instructing Town Department heads;
5. Exercise good judgment in contacting Town personnel supervised by the Town Manager. Questions and/or requests for information or assistance on matters of policy under the Board's jurisdiction should be directed to the Town Manager, Town Counsel, or Department heads with the Town Managers knowledge.

C. Internal Board Relations

A member of the Board of Selectmen, in his or her relations with fellow Board members, should:

1. Recognize that action at official legal meetings is binding and that he or she alone cannot bind the Board outside of such meetings;
2. Refrain from public statements or promises of how he or she will vote on matters that will come before the Board until he or she has had an opportunity to fully vet the issue during a Board meeting;
3. Make decisions only after all facts on a question have been presented and discussed;
4. Uphold the intent of executive session and respect the privileged communication that exists in executive session;
5. Refrain from communicating the position of the Board of Selectmen to anyone unless the full Board has previously agreed on both the position and the language of the statement conveying the position;

6. Treat with respect the rights of all members of the Board despite differences of opinion; and

7. Afford members of the Board the opportunity to speak on matters in Board meetings and hearings without interruption.

D. Board-Town Staff Relations.

A member of the Board of Selectmen, in his or her relations with Town staff, should:

1. Treat all staff as professionals that respects the abilities, experience, and dignity of each individual;
2. Exercise caution and discretion in public criticism of any individual Town employee. Member concerns about performance of staff reporting to the Town Manager should, under ordinary circumstances only be articulated to the Town Manager, or, in limited circumstances, other appropriate Town personnel,

such as Town Counsel and Department heads.

3. Keep requests for staff support to a minimum wherever possible, and insure that all requests go through the Town Manager's Office or between such office and the Office of the Board of Selectmen.
4. To the extent practicable, insure that any materials or information provided to an individual member from a staff member be made available to all Selectmen.

As a final matter each Selectman as an elected official, has an individual and specific series of ethical obligations under Massachusetts' "Conflict of Interest" statute, G.L. c. 268A, as well as Office of Campaign and Political Finance regulations. Moreover, the Board has obligations as a body to abide by a number of other important laws and regulations reflecting on its conduct, including, but not limited to, the Open Meeting Law and Public Records Laws. Both Members as individuals and the Board as a whole must be especially mindful of these obligations in addition to its self-enforced code of conduct.



Town of Arlington, Massachusetts

ADDENDUM Requests: (a) placement of sandwich board signs until October 20th @ Mass. Ave. and Rte. 16 (median strip), Mass. Ave. and Rte. 60 (median strip), and Mass. Ave. and Park Ave. (indentation of sidewalk next to Big Picture Framing); (b) Suspension of metered parking in Arlington Center from October 15-19 during Festival time; (c) relocate bus stop in front of Regent Theatre during Festival dates; and (d) park Fish Car in front of Regent Theatre (minimally opening night of October 15).

ATTACHMENTS:

Type	Description
 Backup Material	Requests from April Ranck



'Where Arlington and the World Converge'

September 26, 2014

RE: Request to display sandwich boards

Arlington Town Selectmen:

I am April Ranck, Executive Director of the Arlington International Film Festival. I am requesting approval to display sandwich boards (with the AIFF Poster) at the three locations listed below from October 4 – 20, 2014.

East Arlington: Mass Ave @ Rt. 16 (median strip)

Arlington Center: Mass Ave @ Rt. 60 (median strip)

Arlington Heights: Mass Ave @ Park Ave (indentation of sidewalk next to Big Picture Framing)

Since these are high visibility locations, we would like the opportunity to advertise the festival to passers-by.

Thank you for your consideration and will look forward to your reply.

Respectfully,

April L. Ranck
Executive Director



'Where Arlington and the World Converge'

September 26, 2014

RE: Parking requests

Arlington Town Selectmen:

I am April Ranck, Executive Director of the Arlington International Film Festival. The Festival dates are fast approaching, October 15 – 19 and I would like to take this opportunity to address a few requests with regards to parking.

I would like to formally request that the Center's meters be suspended during the time of the Festival, October 15 – 19.

Secondly, I would like to inquire about the possibility of temporarily moving the MBTA bus stop from in front of the entrance to the Regent Theatre during the Festival dates. Of course, I would like to see the bus stop permanently moved as it is most unhappy to be waiting in front of the theater as well as entering the theatre with a loud idling bus pouring out gas fumes...not a very inviting entrée to the Regent Theatre.

Lastly, local Arlington artist, William Turville has offered to post his "Fish Car" in front of the Regent Theatre as an artistic 'attention getter' for potential theater goers. The silver Fish Car has been parked at the corner of Mass Ave and Coleman Road at the Shell station and can also be viewed on the following website, <https://www.flickr.com/photos/bradkelly/15115310987/>. If this would be too much of an imposition, would you consider it being parked in front of the Regent for Opening Night, October 15th?

I very much appreciate your consideration and will look forward to your reply.

Respectfully,

April L. Ranck
Executive Director

350 Massachusetts Avenue, Ste 160 | Arlington, MA 02474 | 857.209.1122 | arlingtonfilmfest@gmail.com



Town of Arlington, Massachusetts

Stop Sign @ Prospect & Hillside Avenues

ATTACHMENTS:

Type		Description
	Backup Material	TAC response, Resident request 4.13.14



TRANSPORTATION ADVISORY COMMITTEE

Arlington Planning Department, 730 Mass Ave,
Arlington MA, c/o Laura Wiener

To: Board of Selectmen, Arlington, MA

From: Transportation Advisory Committee (TAC)

Subject: Stop Sign @ Intersection of Prospect Avenue & Hillside Avenue

Date: September 22, 2014

After reviewing the Board's letter to the TAC dated August 20, 2014 regarding the above resident request, the full TAC, at our September 10, 2014 meeting, voted unanimously to Take No Action

It was determined that the Prospect Avenue eastbound approach to the Hillside Avenue intersection is designated as a Private Way, and thus the Town has no authority to add a stop sign there as requested.

Regardless of the jurisdiction of this portion of Prospect Avenue, this intersection does not appear to warrant a stop sign because it is very clear that motorists using the Hillside Avenue approaches (uncontrolled) have the right of way.

Sincerely,

Richard Turcotte, Co-chair
Howard Muise, Co-Chair

Transportation Advisory Committee Members:

Elisabeth Carr-Jones, Wayne Chouinard, John Hurd, Jeff Maxtutis, Marjorie Moores, Howard Muise,
Officer Corey Rateau, Jeanette Rebecchi, Scott Smith, Richard Turcotte, and Laura Wiener

Web site:

<http://www.arlingtonma.gov/town-governance/all-boards-and-committees/transportation-advisory-committee>

From: "Request/Answer Center" <arlingtonma@mycusthelp.net>
Date: April 15, 2014 at 8:41:45 AM EDT
To: bruins7701@yahoo.com
Subject: Response to Your DPW Sign Request:: W043463-041314

--- Please respond above this line ---

Hello,
Please make all new sign installation requests to the Selectman's Office. 781. 316.3020
Dan Warren
APWD
Highway Division

4/13/2014 3:37:00 PM

Street Signs

Other signage concern

stop sign needed!

intersection of Prospect and Hillside

The intersection of Prospect Ave and Hillside Ave is extremely dangerous because there is no stop sign leaving Prospect, crossing over Hillside towards Park Ave. I have witnessed near-tragedies at this intersection several times! PLEASE can you install a stop sign here for our safety and the safety of others who do not realize how dangerous it can be. The cars go too fast sometimes down Hillside. Thank you.

CherylMastrogiovanni

W043463-041314



Town of Arlington, Massachusetts

Request 4-Way Stop @ Gray Street and Oakland Avenue

ATTACHMENTS:

Type

Description

Backup Material

Resident Request, Meeting Notice as
Correspondence Received

On 9/26/2014 9:20:43 AM, System Generated Message:

Confirmation Message sent to: **Ms. Julia Edwards**

Subject: Arlington Request/Answer Center Request :: W049182-092614

Body:

Thank you. Your request has been submitted to the Arlington Board of Selectmen. You will receive a response, in most cases, within one business day.

9/26/2014 9:20:00 AM

Dear Board of Selectmen, I am a new Arlington resident living at 48 Oakland Ave. at the intersection of Gray and Oakland. I have two small children and there are many other kids living on Oakland and Elmore Streets. Cars drive extremely fast on Oakland Ave. since this is a frequently used 'shortcut'. Given the steepness of the hill and how fast people drive down it, I am concerned that a child will get hurt. (We had a recent scare with a ball rolling down the hill.) To improve safety, I would like to request the intersection of Gray and Oakland be made into a 4-way stop to help slow down traffic. Additionally, other signage alerting drivers to children in the area would be beneficial. Best Regards, Julia Edwards

JuliaEdwards

W049182-092614

On 9/26/2014 11:57:52 AM, Fran Reidy wrote:
Julia,

Thank you for writing to the Board of Selectmen. This request for a 4 way stop will be listed as 'Correspondence Rec'd' on the agenda for the next meeting of the Board of Selectmen which is October 6. It is not necessary for you to attend the meeting unless you would like to attend. The Selectmen will most likely refer this to the Transportation Advisory Committee for their review and recommendations back to the Board. TAC's recommendations will be an agenda item at a future meeting.

Fran Reidy



Town of Arlington, Massachusetts

American Legion Post 39

ATTACHMENTS:

Type		Description
	Backup Material	Attorney Merrill letter, Meeting notice

MERRILL & McGEARY

ATTORNEYS AT LAW

100 STATE STREET

SUITE 200

BOSTON, MASSACHUSETTS 02109

RECEIVED
SELECTMEN'S OFFICE
ARLINGTON, MA 02474
SEP 30 7 33 AM '14

MICHAEL W. MERRILL
MMERRILL@MERRILLMCGEARY.COM

RITA M. McGEARY
RMCGEARY@MERRILLMCGEARY.COM

CAMERON S. MERRILL
CMERRILL@MERRILLMCGEARY.COM

(617) 523-1760

FAX (617) 523-4893

WWW.MERRILLMCGEARY.COM

Of Counsel

PAUL J. McCARTHY

September 24, 2014

Steven Byrne, Chair
Board of Selectmen
Town Hall
730 Massachusetts Avenue
Arlington, Massachusetts 02474

Re: Alcohol License
American Legion Post 39
Arlington, Massachusetts

Dear Chairman Byrne:

I represent the Trustees of Pond Lane Condominium, a residential Condominium located at 12 Pond Lane in Arlington. The Trustees requested I write to you on their behalf with regard to the American Legion Post 39 located at 370 Massachusetts Avenue, a liquor license holder in Arlington, Massachusetts.

As the Board of Selectmen is the licensing authority in Arlington the Trustees want to inform you that there is significant late night noise and activity in the American Legion Hall parking lot late at night and early in the morning, particularly on the weekends. Further, after the attendees leave the American Legion Hall some speed through Pond Lane's parking area. This is disturbing and dangerous to the residents of the Condominium.

The American Legion also has caused flooding onto the Pond Lane property and into the Condominium as it has failed to deal with a water runoff from its property. I wrote to the American Legion Commander to ask his assistance; enclosed is a copy of my letter.

In response Mr. McCarthy a representative of the American Legion called me. He denied that there was any late night noise coming from the Legion, he said that the Legion's attendees do not speed through the Pond Lane Parking lot and the Legion property does not contribute to the flooding at Pond Lane. Not a lot of progress was made in the call.

MERRILL & McGEARY

Steven Byrne
Board of Selectmen
September 24, 2014
Page Two

I am writing to the Board of Selectmen as the licensing authority to note the Trustees' complaint in the license file for the American Legion Post. If the noise and disruptions do not cease, the Trustees would request the Board of Selectmen hold a hearing prior to the liquor license renewal to allow the Trustees and residents to present their complaints to the Board of Selectmen. Thank you for your attention to this matter.

Very truly yours,



Michael W. Merrill

MWM/dmd

cc: Commander J. Daly
American Legion Post #39

MERRILL & McGEARY

ATTORNEYS AT LAW

100 STATE STREET

SUITE 200

BOSTON, MASSACHUSETTS 02109

MICHAEL W. MERRILL
MMERRILL@MERRILLMCGEARY.COM

RITA M. McGEARY
RMCGEARY@MERRILLMCGEARY.COM

CAMERON S. MERRILL
CMERRILL@MERRILLMCGEARY.COM

(617) 523-1760

FAX (617) 523-4893

WWW.MERRILLMCGEARY.COM

Of Counsel

PAUL J. McCARTHY

September 24, 2014

Commander J. Daly
American Legion Post #39
370 Massachusetts Avenue
Arlington, MA 02474

Re: Notice of Damage from
Storm Water Runoff and
Noise and Late Night Disturbances

Dear Commander Daly:

This letter is a follow-up to my letter to you dated August 19, 2014. I appreciate Mr. McCarthy calling me to discuss the issues the Trustees of Pond Lane Condominium were concerned about. Mr. McCarthy informed me the American Legion did not contribute to the storm water runoff onto the Pond Lane property and the Legion's unconnected gutters had no impact on the water which flooded the Condominium's lower level. He also said there was no loud late night noise from the Legion's patrons nor did the patrons speed through Pond Lane's parking lot. I appreciated his point of view, but the Trustees and residents of Pond Lane Condominium disagree with him.

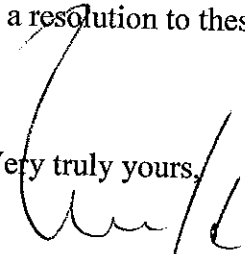
Mr. McCarthy did say to me that work was planned for the rear of the American Legion's property and that it might help the water runoff problem. That work has now been done; apparently the parking area was paved. The Trustees inform me the water runoff problem is worse than it was before. The paving has exacerbated the problem. The Trustees request once again that you take some affirmative action to deal with the water runoff from your property onto Pond Lane's property; installing and connecting gutters is one suggestion.

MERRILL & McGEARY

Commander J. Daly
September 24, 2014
Page Two

As it did not appear the Legion intended to take any action to address the Trustees' concerns the Trustees instructed me to make a written complaint to the Board of Selectmen and the Building Commissioner. Copies of my letters are enclosed. Hopefully, with the Town's involvement there can be a resolution to these issues. I look forward to working with you.

Very truly yours,



Michael W. Merrill

MWM/dmd
Enclosures

OFFICE OF THE BOARD OF SELECTMEN

STEVEN M. BYRNE, CHAIR
JOSEPH A. CURRO, JR., VICE CHAIR
KEVIN F. GREELEY
DIANE M. MAHON
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

September 30, 2014

Michael W. Merrill
Merrill & McGeary
Attorneys at Law
100 State Street, Suite 200
Boston, MA 02109

Dear Attorney Merrill:

We are in receipt of your correspondence of September 24th in which you discuss the American Legion Post 39.

Thank you for writing to the Board of Selectmen. Your correspondence will appear on the October 6th Selectmen's Agenda under "Correspondence Received". Although it is not necessary for you to attend the meeting, you may do so if you are so inclined.

If you have any questions, please do not hesitate to contact this office.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka
Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Thompson School Traffic

ATTACHMENTS:

Type	Description
 Backup Material	Dalton e-mail, Meeting notice

-----Original Message-----

From: "Tim H. Dalton" <thdalton@hotmail.com>

To: "mkrepelka@town.arlington.ma.us" <mkrepelka@town.arlington.ma.us>, "kirsi@allisonampe.org" <kirsi@allisonampe.org>

Date: Tue, 30 Sep 2014 18:38:33 -0400

Subject: Thompson Traffic

Dear Select Persons and Committee Members:

We appreciate our new Thompson school and water park. However an issues that has been of concern to us in this neighborhoods for many year is traffic flow and parking.

First off we have many people who cut of RT 16 to go out Lake St to Route 2. They do not respect the speed limit.

Secondly when there is a sporting event at the field, an evening event at Thompson or every day during pick up and drop off the roads adjacent to Thompson are clogged as people park on both sides of the streets.

This morning, Sept. 30 the trash trucks could not negotiate Purcell Rd. That was not a problem.

However if we needed fire trucks in this neighborhood at such a time there would be a problem. I think it will behoove the town to look into this situation.

Sincerely,

Timothy H. Dalton

1 Purcell Rd.

Arlington, MA 02474-3505

OFFICE OF THE BOARD OF SELECTMEN

STEVEN M. BYRNE, CHAIR
JOSEPH A. CURRO, JR., VICE CHAIR
KEVIN F. GREELEY
DIANE M. MAHON
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

October 1, 2014

Timothy H. Dalton
1 Purcell Road
Arlington, MA 02474

Dear Mr. Dalton:

We are in receipt of your e-mail of September 30th in which you discuss the traffic congestion in the area around Thompson School.

Thank you for writing to the Board of Selectmen. Your correspondence will appear on the October 6th Selectmen's Agenda under "Correspondence Received". Although it is not necessary for you to attend the meeting, you may do so if you are so inclined.

If you have any questions, please do not hesitate to contact this office.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka
Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Dangerous Intersection @ Henderson Street and Route 16

ATTACHMENTS:

Type	Description
Backup Material	Town Manager response to Tollen letter
Backup Material	Tollen letter, Meeting Notice

From: "Adam Chapdelaine" <AChapdelaine@town.arlington.ma.us>
To: "cynthia tollen" <ctollen@hotmail.com>, mkrepelka@town.arlington.ma.us, "Arlington Advocate" <arlington@wickedlocal.com>
Date: Wed, 01 Oct 2014 15:52:22 -0400
Subject: Re: URGENT dangerous traffic intersection

Cynthia,

Thank you very much for writing in regard to this matter. I recently traveled the area that you have identified and I also noticed the visibility concerns that you have raised. However, this area is in Somerville and is under the control of MA DCR (the Greenway area) and MassDOT (the bridge). I will forward your concerns to them and ask them to take immediate and appropriate action to improve the situation that you have described.

Please let me know if you have any further questions in regard to this matter.

Sincerely,
Adam W. Chapdelaine
Town Manager
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476
(781) 316-3010

From: cynthia tollen <ctollen@hotmail.com>

To: "mkrepelka@town.arlington.ma.us" <mkrepelka@town.arlington.ma.us>, "achapdelaine@town.arlington.ma.us" <achapdelaine@town.arlington.ma.us>, Arlington Advocate <arlington@wickedlocal.com>, cynthia tollen <ctollen@hotmail.com>

Date: Wed, 1 Oct 2014 11:36:01 -0400

Subject: URGENT dangerous traffic intersection

To the Arlington Board of Selectman, To Adam Chapdelaine, Town Manager

I am urging you to take IMMEDIATE ACTION to make the intersection at Henderson St. and Rt. 16-Alewife Brook Parkway safe.

Last week, I came very close to being killed as I tried to get onto Rt. 16 and a car heading west on that street barely missed slamming into me. If I had not had quick reflexes, I would most certainly not have survived a collision, and the driver that almost hit me would also be hurt.

THIS SITUATION IS LIFE THREATENING AND NEEDS IMMEDIATE ACTION. Please do not send it back to TAC or some other committee; you need to do something now. I already mentioned this to a police officer earlier in the summer and nothing has been done.

The problem, which can be fixed, is that THERE IS NO VISIBILITY FROM HENDERSON STREET LOOKING LEFT (EAST) TO BE ABLE TO SEE ONCOMING TRAFFIC. A CAR MUST GO OUT INTO RT. 16 TO CROSS THE VISUAL BARRIERS OF 3 THINGS, WHICH WERE STUPIDLY PLACED INTO BLOCKING A DRIVER'S SIGHT OF THE ROAD: 1- The new entrance to the bikeway with horizontal wooden strips leading up to the pathway at an angle, and which serves no purpose except to block the view, 2- the plantings of shrubbery and possibly trees behind the fence on the side of Rt. 16, which further obscure the view, and 3- a concrete pillar which also blocks the view for a vehicle trying to enter the intersection.

Having a light makes no difference, if a driver has ZERO VISIBILITY trying to enter an intersection. This situation arose when the bike path was installed, without any thought to driver safety. In order to see the oncoming traffic, a car must venture into Rt. 16 to be able to see the oncoming traffic.

I URGE YOU, AT THE VERY LEAST, TO COMMUNICATE WITH THOSE RESPONSIBLE FOR THIS SECTION, TO IMMEDIATELY REMOVE THE BOARDS AT AN ANGLE LEADING UP TO THE BIKE PATH, AND CLEAR OUT THE SHRUBS BEHIND THEM. The concrete post will take more time and review, but it still is an obstacle.

This site is a death trap. Please take me seriously and do not delay, our lives depend on it. And please do not offer closing the street off to traffic: Henderson Street serves as a valve to siphon off the already congested intersection at Mass. Ave. and Rt. 16 at the Cambridge line. The fault lies with those who installed this dangerous site. I showed photographs to your staff on Monday and also to the Town Manager's office, and will deliver copies of those today.

Very truly yours,

Cynthia Tollen
50 Fairmont St.

Arlington, Ma. Arlington resident of over 30 years

OFFICE OF THE BOARD OF SELECTMEN

STEVEN M. BYRNE, CHAIR
JOSEPH A. CURRO, JR., VICE CHAIR
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730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

October 1, 2014

Cynthia Tollen
50 Fairmont Street
Arlington, MA 02474

Dear Ms. Tollen:

We are in receipt of your e-mail of October 1st in which you discuss the dangerous intersection at Henderson Street and Route 16.

Thank you for writing to the Board of Selectmen. Your correspondence will appear on the October 6th Selectmen's Agenda under "Correspondence Received". Although it is not necessary for you to attend the meeting, you may do so if you are so inclined.

If you have any questions, please do not hesitate to contact this office.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka
Marie A. Krepelka
Board Administrator

MAK:fr